

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

MINUTES OF AUGUST 26, 2003

PLEDGE OF ALLEGIANCE

The meeting opened at 7:08 p.m. with the Pledge of Allegiance. Beverly A. Lund, Robert S. Phillips, and Joseph J. Klimavich were present.

RATIFY PAYROLL WARRANT – AUGUST 19, 2003

Mr. Klimavich moved to ratify the payroll warrant of August 19, 2003 in the amount of \$57,330.51; Mr. Phillips seconded. Mr. Klimavich said he and Mr. Phillips reviewed and signed the August 19, 2003 payroll warrant. Ms. Lund was not available last week to sign the warrant. The motion was then favorably voted. Ms. Lund abstained.

APPROVAL OF ACCOUNTS PAYABLE WARRANT AUGUST 26, 2003

Mr. Klimavich moved to approve payment of the accounts payable warrant in the amount of \$295,769.81, Mr. Phillips seconded.

The Board discussed concerns regarding payment on a number of vouchers. Mrs. McManus was instructed to advise the individual departments on the following:

- To request Herb Chaffee, Highway Department Superintendent, to sign the driveway permit and voucher refund;
- To request Barbara Mundell, Treasurer, to sign the driveway voucher refund;
- To request Linda Lincoln, Town Clerk, to sign the Town Clerk expense voucher; and
- To ask Nancy Nykiel, Interim Town Accountant, to confirm that the Highway repair vouchers were transferred from the Repair Highway Garage account and not from the Highway Expense account.

Mr. Klimavich said he was concerned about Department Heads continuing to use an office supplier other than W. B Masons and will discuss the issue at another time during this meeting.

The motion was then favorably voted.

1. BOARD OF HEALTH ISSUES

APPROVAL OF CASH REGISTER PURCHASE FOR TRANSFER STATION

Bob Wentzell, Board of Health Chairman, requested approval on the purchase of a cash register to be used at the Transfer Station. Mr. Wentzell said there are two reasons for his request. The first is urgent because, this Saturday, August 30, 2003, will be the first weekend to purchase the new permit stickers and bags for the coming year and sales of permits and bags could reach \$5,000. The second reason is to

comply with an audit recommendation to produce cash receipts. Mr. Wentzell said he has priced a few cash registers ranging from \$100 to 400.00. The more expensive registers can produce a duplicate receipt in addition to computing a journal entry of all sales made that day. The total of the day then can be reconciled with the cash in the draw. The register computer can be programmed to separate the type of sales by a code number and may also help in inventorying bags. The Board agreed that Mr. Wentzell should purchase a cash register that details a dual cash receipt allowing for a record of the sale.

Mr. Wentzell said that the cash register will be stored in a secure location and no money will be stored in the register overnight. He said during the sticker selling time of the year he turns over money to the Treasurer every Monday but during the remaining part of the year when receipts are smaller, he turns in the money every two weeks. Mr. Wentzell will work with the Treasurer in resolving the procedures to turn over the cash receipts and to track them for auditing purposes.

STICKER PERMITS INCREASE TO \$120.00

Mr. Wentzell requested assistance from the Board of Selectmen on Saturday, August 30, 2003 to help with resident's questions regarding the increase of the permit stickers and the 50 bags fee from \$80.00 to \$120.00 for the 2003 – 2004 season. The Board was very willing to comply with his request and arranged a scheduled for each member to help out during the day at the Transfer Station.

HAY BALING AT TRANSFER STATION

Mr. Klimavich asked Mr. Wentzell to explain the hay baling process at the Transfer Station. Mr. Wentzell said the State requires the grass be cut over the landfill capping. This year, Ken Lane, a Brookfield resident, requested to cut and bale the hay for feed for his horses. Mr. Wentzell accepted Mr. Lane's offer and saved the Town \$800.00 in grass cutting fees. Mr. Klimavich asked if hay could be sold by the Town as revenue. Mr. Wentzell remarked that hay baling is not an easy process noting that when the hay is ready and if it rains, the Town could lose the hay and be out of money. He felt that his decision was a good way to save money and to comply with the state's requirements. Mr. Klimavich acknowledged Mr. Wentzell initiative on saving the Town money.

2. DEPARTMENT HEADS COMMENTS ON AUDIT RECOMMENDATIONS

Ms. Lund said the Board requested comments from the Department Heads regarding implementing the recommendations that the Town's auditor suggested. She said that the Board received comments from the Board of Health Chairman and the Library Director and will discuss their comments at the Wednesday, September 10, 2003 Department Heads meeting. Mrs. McManus was instructed to advise the Library Director.

Ms. Lund entertained a motion to acknowledge the Board of Health and the Library Director's audit recommendations letters. Mr. Phillips so moved. Mr. Klimavich seconded; so voted.

3. ELECTRICAL BID PROTEST

Mr. Phillips said that at the August 5, 2003 meeting, the Board awarded the Electrical Service Upgrade to the Town Hall bid to United Electrical, one of four electrical contractor bidders. The Board made this decision after rejecting the lowest and higher bidders because they failed to include a cost for ledge removal. The Board contacted the Attorney General's office on how to handle the ledge work bid. The Attorney General's office said that because the ledge work was not part of the main bid, the Board could either waive the ledge work as an informality and award the bid to the lowest most responsible bidder or throw out all the bids.

Out of the two bidders that bid on the ledge work, United Electrical quoted the ledge work as a fixed cost whereas Brothers Electrical bid the work as a cost per cubic foot. This bid would not allow the Board to control the overall costs incurred so the Board originally favored the United Electrical bid.

Brothers Electrical main bid was \$800.00 lower than United Electrical and it sent a letter of protest to the Attorney General's Office stating that it was the lowest bidder and is requesting a hearing. The Board has since discovered that the manner in which the Board awarded the bid was not justified because none of ledge work bids were according to specifications and the award should be rescinded. Mrs. McManus said she notified United Electrical of the award but the official contract documents have not been forwarded to him.

Mr. Phillips moved to rescind the contract from United Electrical; Mr. Klimavich seconded; so voted.

Mr. Phillips moved to waive the ledge work, an unknown condition, as an informality and award the bid to the lowest bidder, Automated Electrical Technology Systems; Mr. Klimavich seconded; so voted.

Mr. Phillips volunteered to draft a letter to the Attorney General's Office and to send the draft to Town Counsel's attention for review. The other Board members were in agreement.

4. CENTRAL MASSACHUSETTS REGIONAL PLANNING COMMISSION (CMRPC) INTRODUCES METROPOLITAN PLANNING ORGANIZATION (MPO) – APPOINT BOARD MEMBER

Ms. Lund read a letter from CMRPC regarding the expansion of the MPO membership. The MPO is the group that serves as policy makers for the federally funded transportation planning process for Central Massachusetts. MPO is expanding its membership from four to ten members by the addition of a member representing Worcester and one from each of the five surrounding subregions. The new members will be selected by a caucus of selectmen in each subregion, with each town sending one selectman to the caucus. The West Subregion caucus will be meeting in Brookfield on September 17 at 7 p.m. The CMRPC would like the Board to appoint one of its members to represent the town at the caucus.

Mr. Klimavich moved to appoint Robert Phillips to represent the town at the MPO West Subregional caucus; Ms. Lund seconded; so voted.

Mrs. McManus was advised to contact Rosemary Scrivens regarding the Board's appointment.

5. **METROGARD INTRODUCES EMPLOYEE ASSISTANCE PROGRAM -**

Mr. Klimavich explained that the Town of Brookfield has changed its general insurance carriers effective July 1, 2003. One of the sub-products of the Workers' Comp policy is a program entitled Employee Assistance Program (EAP). EAP assists employees and their families with free confidential counseling, legal advise and financial counseling. Metrogard has sent the Board information on these services and it is the Board's desire to get this information out to employees as quickly as possible.

Mr. Klimavich moved to forward the EAP information and training material to the Treasurer and to ask her to notify the employees of this service; Mr. Phillips seconded; so voted.

The Treasurer will also be asked to talk to the carrier to make arrangements for a meeting with Town employees to explain the EAP

6. **MUNICIPAL FUEL BIDS**

Ms. Lund advised that three fuel companies were contacted to bid on the Town of Brookfield's heating fuel for the Town Hall, Ambulance and Highway Garage, Fire Station and Library. Crowley Fuel bid .99 cents /gallon, Sherman Oil bid \$1.02/gallon and Bemis & Hobbs declined to bid. The Board was concerned that the price cap contract submitted by Crowley Fuel implied the Town was locked into an agreement to purchase 15,826 gallons at .99 cents for a total of \$15,667.74. Mr. Phillips said the municipal fuel account for FY04 budget was budgeted at \$12,500.00 and he suggested the contract be changed to that amount. Mrs. McManus was asked to put the contract together and to have Town Counsel review and "approve as to form" and to request the Board, Town Accountant, and Chief Procurement Officer to sign the contract.

Mr. Phillips moved to award the municipal fuel bid to Crowley Fuel for FY04 at the proposal price of .99 cents/gallon; Ms. Lund seconded; so voted. Mr. Klimavich abstained.

7. **ROUTE 9 SIDEWALKS**

LETTER FROM SENATOR BREWER
LETTER FROM MASSHIGHWAY DIRECTOR

Ms. Lund said two letters were received regarding the reconstruction of the Route 9 sidewalks. The first letter was from Senator Brewer offering his help in the reconstruction project. The second letter was from Thomas Waruzila, District 3 Highway Director, stating that the Town is responsible for the maintenance and repair of the Route 9 sidewalks and forwarded an application for a highway access permit under Chapter 90 funding. The highway access permit application must be submitted with a description of the limits of the work and a cross section of the proposed sidewalks.

Ms. Lund recommended that the Highway Superintendent prepare the necessary estimates and process the permit. It was the consensus of the Board to request a list of all projects planned for the year from the Highway Superintendent.

Mr. Phillips acknowledge receipt of the letters and to refer the highway access permit to Highway Superintendent and to have Mr. Klimavich request a proposed project list from Mr. Chaffee; Mr. Klimavich seconded; so voted.

8. **MASSACHUSETTS EMERGENCY MANAGEMENT AGENCY (MEMA) GRANT AWARD**

An award letter was received from MEMA regarding the approval of the Community Emergency Response Team (CERT) grant in the amount of \$624.14. The funds will be used to purchase communication devices.

Mr. Klimavich moved to allow the Chairman to sign the Cert program application; Mr. Phillips moved; so voted.

9. **MONTHLY REPORTS -TAX COLLECTOR**

Mr. Phillips moved to acknowledge receipt of the Tax Collector's July 2003 report; Mr. Klimavich seconded; so voted.

10. **RECREATION COMMITTEE - COMMUNITY DAY – SATURDAY, SEPTEMBER 13, 2003 AT LEWIS FIELD**

Ms. Lund invited all to participate in the Recreation Committee's Community Day to be held on Saturday, September 13, 2003. Mr. Klimavich added that the Board sent out a memo to nominate an employee or volunteer of the year who did something special for the community. Ms. Lund added that anyone in the Town could submit a name.

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

11. **DELEGATES APPOINTED TO CENTRAL MASS REGIONAL PLANNING COMMISSION (CMRPC)**

Mr. Phillips moved to ratify the Planning Board's appointment of Albert Little, Jr. as the Town's representative to CMRPC and to appoint Robert Phillips as the alternate delegate of same; Mr. Klimavich seconded; so voted.

12. **TREASURER APPOINTED TO TREASURER'S SEARCH COMMITTEE**

Ms. Lund said a letter was received from Barbara Mundell, Treasurer, stating that she will not be seeking the position of Treasurer next May and would like to be appointed to the Treasurer's Search Committee.

Mr. Phillips moved to appoint Barbara Mundell to the Treasurer's Search Committee to the term expiring in April 2004; Mr. Klimavich seconded; so voted.

13. VETERANS' DIRECTOR - SALARY NOT FUNDED IN FY04 BUDGET

A letter was read from Jack Savilonis, Veterans Director and Agent, regarding the oversight made in the FY04 salary budget line item for the Veterans Director. He is requesting an amount of \$574.00 be placed on an article in the next special town meeting.

The Board reviewed the FY04 budget appropriations and noted the Director's salary was missing from the line items. The Advisory Committee will be contacted as to the reason why this line item was not funded.

Mr. Klimavich moved to acknowledge receipt and to place the request for consideration in the Special Town Meeting file; Mr. Phillips seconded; so voted..

14. BROOKFIELD EMERGENCY MANAGEMENT AGENCY (BEMA) – UPDATE

A letter was received from Joe Gadbois, BEMA Director, regarding the misunderstanding that the Chiefs of Police, Fire and Emergency Squad Departments are not attending the BEMA meetings. Mr. Gadbois explained that the quarterly meetings are State mandated and the agenda is to answer questions and assist residents. The Chiefs are not required to attend.

Mr. Gadbois indicated that the Board of Selectmen need to appoint a Public Information Officer, PIO, and complete the Local Emergency Planning Committee LEPC documents. Mr. Klimavich will contact Mr. Gadbois regarding the LEPC documents and report back to the Board.

Ms. Lund entertained a motion to acknowledge receipt. Mr. Phillips so moved. Mr. Klimavich seconded; so voted.

15. LIBRARY –CLOSE OUT BOILER ACCOUNT

Ms. Lund advised that a letter was received from Brenda Mettervile, Library Director, regarding two issues. The first issue dealt with office supplies which will be discussed by Mr. Klimavich later in the meeting and the second issue related to closing out the Library's HVAC system account.

Mr. Phillips moved to have the Town Accountant clarify the credit on the balance to the HVAC account and to close out the account; Mr. Klimavich seconded; so voted.

16. OFFICE SUPPLIES

Mr. Klimavich said that there has been a lot of correspondence about the office supply policy and the Board is troubled and frustrated that the Department Heads are resisting the purchasing policy. Mr. Klimavich referred to the extensive research Ms. Lund did to prepare and compare a list of the most often used Town Hall office supplies. W. B. Mason offered the most substantial savings on the overall supplies. The Board has made a good faith effort to save the Town money during these times of reduced state aid. He was appalled that some of the employees went to the New Leader and talked about this office supply issue. He felt that the Library Director did the right thing by sending a letter to the Board of Selectmen's meeting minutes of August 26, 2003

Board and describing the cost savings discounts offered by Staples. He said a resident forwarded an encouraging note to continue to constrain unnecessary purchases.

Ms. Lund advised that the 30B procurement law authorizes the Board of Selectmen to appoint a Chief Procurement Officer to oversee all purchases including centralized purchasing. Mr. Klimavich noted that the Board has the authority to oversee all Town purchases and does not want to continue to struggle with Department Heads on every accounts payable warrant.

The Board would address this issue at the Department Heads meeting on Wednesday, September 10, 2003.

17. BRIAN KRASINSKI – NOISE PROBLEMS CAUSED BY DIRT BIKES

A letter was received from Bronislaw Krasinski, 148 Town Farm Road, regarding the noise problem from dirt bikes on Town Farm Road. He said it is a nuisance and he feels it is unacceptable to have to hear the noise day in and day out. He requested the Board to consider a By-law that would limit ATV activity and test runs on bike repairs.

Ms. Lund advised that this issue was discussed at a prior meeting and the Zoning Enforcement Officer has found that the ATV activity on Town Farm Road is in violation of Zoning By-law Section 4. District Use – regarding disturbances that are excessively obnoxious and injurious to property in the vicinity. The ZEO has requested the dirt bike activity to cease.

Mr. Phillips moved to send a copy of the ZEO letter with a cover letter to Mr. Krasinski, to forward Mr. Krasinski's letter to the ZEO and to forward a copy of the ZEO letter to Mr. Branconnier, the spokesperson for the ATV disturbance petition; Mr. Klimavich seconded; so voted.

18. DAVID MARTELL – PERFORMANCE EVALUATION CONCERNS

Ms. Lund read a letter from David Martell regarding a number of issues discussed at the performance evaluation of Chief Peter Martell, his brother. First, Mr. Martell questioned the right of the Board to prohibit anyone from going to a public meeting. Second, Mr. Martell did not understand why the Board objected to the Chief participating in the discussion to regionalize the emergency squads at the Selectmen's conference when the Chief has fifteen years of emergency service experience and the Board extols the benefits of employees working for the good of the Town. Third, Mr. Martell felt that the Board unfairly criticized Chief Martell when he was out on sick leave and that it was inconsistent and unclear.

Mr. Phillips said that Chief Martell was not invited to the Regional Selectmens Conference meeting because the intention of the first meeting was to discuss the ideas of a regional emergency squad with just the Chiefs and as to not overwhelm the Selectmen and the intent. He felt it was disrespectful to the Board for Chief Martell to attend.

Ms. Lund said that the Board was unaware that Chief Martell was sick but he was riding around and he was asked to help a resident in need.

Mr. Klimavich said he felt this issue was inappropriate to the review taking place. Mr. Phillips agreed. Ms. Lund disagreed saying the review was an opportunity to discuss an issue that had just transpired.

Mr. Klimavich said that evaluations should be an opportunity for dialogue and should not be candy coated for the TV and he stood by his comments on the issues he raised during the evaluation.

Ms. Lund entertained a motion to acknowledge receipt; Mr. Phillips so moved. Mr. Klimavich seconded; so voted.

19. THANK YOU MESSAGES

CARMELLA’S – POLICE DEPARTMENT

A letter was received from Martin Fitzpatrick thanking the Police Department for their assistance at a possible break-in at Carmella's restaurant.

STATE POLICE LIEUTENANT – POLICE DEPARTMENT

A letter was received from the Lt. Sean Baxter, State Police Department, thanking Chief Ackerman and the Police Department for assisting in traffic control on the day of Molly Bish’s funeral.

Mr. Klimavich moved to acknowledge receipt of the two letters and to place the letters in the Police Chief’s personnel file; Mr. Phillips seconded; so voted.

ARTHUR GOGUEN – HIGHWAY DEPARTMENT

Ms. Lund said that Arthur Goguen, a Lake Road resident, called the Selectmen’s Office to comment on how nice the grounds and the common are being taken care of this year.

Ms. Lund entertained a motion to acknowledge receipt; Mr. Phillips so moved. Mr. Klimavich seconded; so voted.

20. CERTIFICATES OF TRAINING

ROSS ACKERMAN, MITCHELL MATAIEKO, JOSEPH MURRAY

Ms. Lund entertained a motion to acknowledge the certificates of training awarded to Mitchell Mateiko, Joseph Murray and Ross Ackerman on completion of the Law Enforcement Response to WMD Incidents: Awareness Level and to place the certificates in their personnel files. Mr. Phillips so moved. Mr. Klimavich seconded; so voted.

21. FORECLOSURE ON LONG HILL ROAD

The Board discussed a letter from Attorney Vincent J. McCaughey regarding property on Long Hill Road owned by Henry Szydlik and deeding his land to the Town of Brookfield. The Board decided that they would request information from the Conservation Commission, Planning Board and the Treasurer before taking any action on the property.

Mr. Phillips moved to forward the letter and to request from the Treasurer what the cost are to proceed with foreclosing on the property, to request the Planning Board to advise on developing the property and to ask the Conservation Commission to state any wetland issues with the property and to report back to the Board; Mr. Klimavich seconded; so voted.

The Board recessed to change the videotape at 9:08 p.m. and resumed the meeting at 9:10 p.m.

22. MASONRY WORK

The Board accepted the bid from Rodney Gelineau to repair the masonry work on the right front stairs of the Town Hall in the amount of \$3,000. Mrs. McManus was asked to advise Mr. Gelineau of the award and to have him forward a current certificate on his workers' comp liability insurance.

Mr. Klimavich moved to authorize the Chairman to sign and approve Rodney Gelineau's proposal to perform masonry repairs on the right front stairs of the Town Hall; Mr. Phillips seconded; so voted.

23. MILL STREET – TANK REMOVAL PETROLEUM ANALYSIS

Ms. Lund advised that an analysis report was received from Spectrum Analytical, Inc regarding the petroleum products that were removed from the underground storage tank at 56 Mill Street. The test results reported all the petroleum hydrocarbons were found to be below the pollutant level.

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

24. WORCESTER REGIONAL RETIREMENT SYSTEM

EARLY RETIREMENT INCENTIVE – LOCAL OPTION

Ms. Lund explained that Worcester Regional Retirement System will offer an early retirement incentive again this year. She said that if not acted on by Town meeting vote by October 1, 2003, the Board of Selectmen can accept the provision of Section 116, of Chapter 46 of the Act's of 2003 by November 1, 2003. She suggested that the Treasurer be contacted to inquire if any employees are eligible.

Mr. Klimavich moved to forward the letter to the Treasurer and request her to research if any employees are eligible for early retirement and report back to the Board; Mr. Phillips seconded; so voted.

UNFUNDED LIABILITY PENSION HOLIDAY – LOCAL OPTION

Ms. Lund read excerpts from the Worcester Regional Retirement System letter regarding Section 128 of Chapter 46 of the Act's of 2003 that allows the authority to reduce their pension appropriated for FY04 and FY05 unfunded pension liability amount. The Board was unsure of the intention of the new provision and agreed to ask the Treasurer to seek clarification from Chairman Donoghue.

Mr. Klimavich moved to ask the Treasurer to contact Chairman Donoghue of Worcester Regional Retirement System for clarification on this provision; Mr. Phillips seconded; so voted.

25. LEICESTER BOARD OF SELECTMEN -PROPOSAL TO CHANGE TOWN'S JUNE 30 DEAD LINE TO PASS BALANCED BUDGET

Ms. Lund advised that a letter was received from the Leicester Board of Selectmen regarding their frustration with the annual uncertainty and delay of financial data from the three branches of the State government. They are proposing the following changes 1) that the State present a unified balanced budget by April or House 1 takes effect and that State recall of money be prohibited and 2) that municipalities be allowed to ignore the June 30 deadline and be given 60 days after the states presents a balance budget. The Board agreed to allow Mr. Phillips to write a letter that agreed with their frustration in that it was a difficult year to pass a balance budget but it was because local aid was cut. They did not agree with the Leicester Selectmen's overall proposal.

Mr. Phillips moved to draft the letter to the Leicester Board of Selectmen to be reviewed and signed by the Board; Mr. Klimavich seconded; so voted.

26. DEPARTMENT OF TELECOMMUNICATIONS AND ENERGY NOTICE TO REVIEW THE FORM 100, THE LICENSE APPLICATION

Ms. Lund read a notice from the Department of Telecommunications (DTE) regarding a review of the form 100, the license application. The DTE will be accepting comments on ways to improve form 100 to meet the needs of the municipalities and the cable operators. Comments may be sent to Cable Division in Boston no later than November 10, 2003.

Mr. Klimavich moved to forward the information to the Cable Advisory Committee; Mr. Phillips seconded. Mr. Klimavich advised that Kermit Eaton, Cable Advisory Committee, contacted him as the liaison to advise the Board that negotiations of the Cable Contract are still in progress.

Mr. Phillips said Tate Ostiguy, a former member of the Local Public Access committee, suggested that a camera could be permanently installed to broadcast the Selectmen's meetings live from the Banquet Hall. The Board will take the suggestion under advisement. The motion was then favorably voted.

27. DEPARTMENT OF ENVIRONMENTAL PROTECTION (DEP)

Ms. Lund advised that the DEP has assessed a penalty and a disposition and order on Allen Krasnecky, 20 Molasses Hill Road, to remove the solid waste material from his property within 45 days and to provide compliance proof within 60 days of the notice.

Mr. Klimavich said he was disappointed that the Town did not have a by-law to resolve this issue in a more timely manner and he does not feel this is victory.

Ms. Lund entertained a motion to acknowledge receipt; Mr. Phillips so moved. Mr. Klimavich seconded; so voted.

28. WAGE AUTHORIZATION -HIGHWAY DEPARTMENT – ADMINISTRATIVE CLERK

Ms. Lund advised that Herb Chaffee, Highway Superintendent, had previously presented information to the Board of Selectmen and the Personnel Board regarding hiring a clerk for the Highway Department as casual help. The Board of Selectmen approved the position and the Personnel Board wrote a job description and titled the position as Administrative Clerk at a grade level 6. Mr. Chaffee has submitted a wage authorization to hire Holly Murray, at a salary of \$12.00/hour as Administrative Clerk.

Mr. Klimavich moved to approve Holly Murray as Administrative Clerk to the Highway Department at a salary of \$12.00/hour at a Grade 6, Step 5; Mr. Phillips seconded; so voted.

29. PRIVATE ROADS

The Board agreed to reconsider the issue of plowing private roads at the next Special Town Meeting even though no private road resident raised an issue about funding the snow and ice account at the Annual Town Meeting. The Board is aware that the Highway Department plows the private roads and suggested that the Highway Superintendent estimate what the costs are to plow the private roads and to place that amount on an article warrant at the Special Town Meeting.

Mr. Phillips moved to place an article on the Special Town Meeting to fund the snow and ice account in an amount estimated by the Highway Superintendent; Mr. Klimavich seconded. Mr. Klimavich said he will contact the Highway Superintendent regarding this issue. The motion was then favorably voted.

30. CLEANING THE TOWN HALL

Ms. Lund said that the Town Hall is being used for many functions and there is an additional need to keep the Town Hall clean and available. Some organization have not found the place clean and had to clean the Hall themselves. The current application for use of the facilities lists who will clean it and this needs to be clarified. The Board agreed that Ms. Lund should discuss this issue with the Custodian.

31. MOTION TO CONTINUE PAST 10:00 P.M.

Ms. Lund entertained a motion to continue the meeting past 10:00 p.m. Mr. Phillips so moved. Mr. Klimavich seconded; so voted.

32. APPOINTMENT OF TOWN ACCOUNTANT

Ms. Lund advised that the Board received five resumes for the position of Town Accountant by the deadline of July 18, 2003 and one resume came in later. Three interviews were scheduled out of five resumes received. Two applicants declined interviews because they had accepted other positions. Of the three applicants interviewed, one applicant, Nancy Nykiel, had 21 years of municipal accounting experience, the other, Louise Benoit, had three years of municipal accounting experience with several years in public accounting and earned a CPA and the third applicant, Patrick Jones, had no municipal accounting but had worked on the finance committee in his home town.

The Board sent a memo to the financial team to ask their opinion on what days the Town Accountant should be accessible in the Town Hall. They replied that it would be best if the Town Accountant was in the Town Hall the same hours as the financial team from Monday through Friday. The financial team works 27 hours each a week and the Town Accountant position may only require 15 hours a week in the near future.

The Board ascertained that the FY04 Town Accountant salary account budget is sufficient to cover hiring the best person for the Town Accountant's position. The former Town Accountant's salary for FY04 was appropriated at \$19.38/hour for 30 hours.

Mr. Klimavich felt candidates Mrs. Nykiel and Mrs. Benoit were equally qualified. However, he had three reservations regarding Mrs. Nykiel. The first concern was that Mrs. Nykiel was hired as Interim Town Accountant and he felt that she may have an unfair advantage over the other candidate because she is, in effect, the incumbent. The second reason is that she currently holding two jobs. The third reason was Mrs. Nykiel worked for the Town a few years back and he does not know if she did a good job and if she connected with the staff.

Ms. Lund said it is an advantage to have Mrs. Nykiel working on the Town's books because she is more aware of the financial issues and will not need as much training and no "downtime" to get her to the level that the Board desires. She said Mrs. Nykiel received no support from a former Board and other individuals. The Board is not aware if Mrs. Nykiel will keep her other two jobs.

Mr. Phillips said that he felt that Mrs. Benoit was compatible with the Board, she came across very positive, he was impressed with her straight forwardness and her credentials.

Mr. Phillips moved to appoint Louis Benoit as Town Accountant for an amount to be determined. There was no second.

Ms. Lund considers Mrs. Nykiel as a highly qualified professional having worked with her in North Brookfield for over 17 years.

Mr. Klimavich said he has recently witnessed interaction between Mrs. Nykiel and the other staff members and was impressed with the communication.

Mr. Phillips said he has worked very closely with Mrs. Nykiel over the years when he was Advisory Committee Chairman and he has much respect for her. However, he felt that the Town needs a fresh, new person. He felt very comfortable with Mrs. Benoit and liked the ways she desired to get the job done for the Board and that she has a spine of steel.

Ms. Lund countered with Mrs. Nykiel is very firm and resolute and is familiar with the problems and she has not allowed overspending of budgets.

Mr. Klimavich was impressed with Mrs. Benoit's technical expertise.

Ms. Lund suggested that the Board take the appointment under advisement and discuss this at next week's meeting. Mr. Phillips disagreed and said it was unfair to Mrs. Nykiel to prolong her in the interim accountant's position.

Mr. Klimavich expressed concerns regarding Mrs. Nykiel having left the Town in 2001 and the accounting problems were present when she was here and when she left. Mr. Phillips said that Mrs. Nykiel lost the support of a former Board because she supported the efforts of the Advisory Committee in its effort to fix the town's financial records, however he still would prefer to give the job to Mrs. Benoit.

Mr. Klimavich moved to appoint Nancy Nykiel as Town Accountant at a salary of \$19.38/hour; Ms. Lund and Mr. Phillips simultaneously seconded; so voted.

33. WARE RIVER VALLEY COMMUNITY DEVELOPMENT GRANT

Mr. Phillips reported on the meeting held in Ware with the members of the Ware River Valley Community Development Program that he and Mr. Klimavich attended. The main topic was to discontinue Brookfield from the grant process because of a lack of participation from Brookfield and that having Brookfield as part of the grant reduces the distribution of the \$1,000,000 grant program to the other participants. Each community can apply for the \$1,000,000 and the group felt that Brookfield should apply on its own. However, Brookfield would remain part of the program for one more year.

Mr. Phillips advised that the Town needs to create a community development committee that will look at the Town's needs and plan on community projects. Mr. Klimavich suggested that the Ware group be contacted to recommend a job description for recruiting committee members and to develop a charge.

Mrs. McManus was asked to contact Paul Hills, the Ware Community Development Director, to assist in gathering the information.

34. JEPPSON FUND

Mr. Klimavich reported that Anne Lisi and Wendy Stein, Greater Worcester Community Fund (GWCF), Diane Martell and Carol Plumb, Jeppson Fund Advisory Board members and Christine McManus met on August 20, 2003 to discuss the administrative roles of the Jeppson Fund. It was decided that CWCF will take over awarding of the checks to grant recipients, that a membership drive to enlist members for the Advisory Committee will be initiated by Ms. Lisi, using suggestions from key Brookfield organizations including the Board of Selectmen, and that the \$11,000.00 of the unused award funds will be used as seed money to start a Brookfield fund. The Brookfield fund will be used for capital improvements to the Town Hall and the community.

35. REGRET LETTER - TOWN ACCOUNTANT APPLICANT

Ms. Lund entertained a motion to send a regret letter to Patrick Jones, a Town Accountant applicant that will not be considered because of his lack of municipal accounting experience. Mr. Phillips so moved. Mr. Klimavich seconded; so voted.

ADJOURNMENT

Ms Lund entertained a motion to adjourn the meeting at 11:15 p.m. Mr. Klimavich so moved. Mr. Phillips seconded; so voted.

Respectfully submitted

Christine McManus, Administrative Assistant

September 30, 2003

Date approved by Board