

**Town of Brookfield**  
**Selectmen's Meeting**  
**Town Hall, Banquet Hall**

Minutes of December 30, 2003

**Pledge of Allegiance**

The meeting convened at 7:10 PM. with the Pledge of Allegiance. Beverly A. Lund, Robert S. Phillips and Joseph Klimavich present.

**Approval Accounts Payable Warrant**

A motion to approve the accounts payable warrant of December 30, 2003 in the amount of \$95,860.35 was made by Mr. Klimavich, seconded by Mr. Phillips; so voted.

**FY Quarterly Tax Bills**

A motion that the Town accept the Provisions of Chapter 158, Section 1, Acts of 2003, which permits extended time for mailing of the tax bills was made by Mr. Phillips and seconded by Mr. Klimavich; so voted.

**Administrative Assistant Position**

Chairman Lund introduced the Board of Selectmen's newly appointed Administrative Assistant, Donna Neylon. The Board also thanked their interim Assistant, Cindy Bemis for her valuable assistance.

**1. Legal Opinion – Sign Regulations**

The Board reviewed a letter from the Town Counsel, Kopelman & Paige that indicated that Mr. Schell was not in violation of the town's signage By-Laws and that he was exercising his right to free speech under the First Amendment with the signs he has placed on his lawn. Mr. Klimavich made the motion to acknowledge receipt of the letter and Mr. Phillips seconded the motion; so voted.

**2. Monthly Reports - Police Department**

The motion to accept the monthly report of the Police Department was made by Mr. Phillips and seconded by Mr. Klimavich; so voted.

**3. Acknowledgement of Minutes**

Mr. Klimavich made the motion to acknowledge receipt of the September 22, October 24, November 10 and November 20, 2003 minutes of the Advisory Committee and the November minutes of the Conservation Committee; seconded by Mr. Phillips; so voted.

Mr. Phillips noted that the Town needed a system to ensure that the meeting room was not over-booked. It was agreed that there was a system in place, just that it had been overlooked.

4. **Special Use Permit Applications**

Chairman Lund read the following list of Special Use Applicants with the dates of their proposed use of Quaboag Pond. Mr. Phillips then made the motion to approve the issuance of these applications and Mr. Klimavich seconded the motion; so voted.

February 21, 2004	RAD Softball	7:00 am to 4:00 pm
April 24, 2004	Central Mass Smallmouth	6:00 am to 1:00 pm
April 24, 2004	Green Water Wizards	6:00 am to 3:00 pm
April 25, 2004	Lip Rippers	5:30 am to Noon
April 25, 2004	Central New England Bass Anglers	6:45 am to 3:30 pm
May 1, 2004	Freedom Bass	7:00 am to 3:00 pm
May 9, 2004	American Bass Anglers District 36	7:00 am to 3:00 pm
May 23, 2004	Bay State Bass Anglers	7:00 am to 3:00 pm
July 10, 2004	Nipmuc Bassbusters	7:00 am to 3:00 pm
June 13, 2004	North East Bass Anglers	7:00 am to 3:00 pm
August 1, 2004	Chicopee Bass'n Assoc.	6:00 am to 2:00 pm
August 7, 2004	Central Mass Smallmouth	7:00 pm to 1:00 am
August 14, 2004	Bare Hill Anglers	7:00 am to 3:00 pm
August 14, 2004	Bass-Turds	5:30 am to 2:00 pm
August 22, 2004	Pioneer Valley Bass Anglers	5:00 am to 1:30 pm
August 29, 2004	Eastside Sport Fishing Club	6:00 am to 12 noon
September 12, 2004	Plymouth Rock Bassmasters	6:00 am to 3:00 pm

5. **Charge Community Development Advisory Committee**

Mr. Phillips made the motion to approve the Charge for the Community Development Advisory Committee as presented by Ms. Lund, Mr. Klimavich seconded; so voted.

6. **Community Development Block Grant**

**Citizen Participation Plan**

Mr. Klimavich made the motion to approve the Citizen Participation Plan as presented, Mr. Phillips seconded; so voted.

**Program Income Certification**

Mr. Phillips made the motion to accept, Mr. Klimavich seconded; so voted.

Chairman Lund asked the Board for approval to sign any routine papers relative to the Community Development Block Grant application. Mr. Klimavich made the necessary motion which was seconded by Mr. Phillips: so voted.

**7. Resignation – Kermit Eaton – By-Law Committee**

The resignation of Mr. Kermit Eaton from the By-Law Committee was read. Mr. Phillips made the motion to accept Mr. Eaton's resignation with regret and to send him a letter of appreciation for his past services; Mr. Klimavich seconded; so voted.

**8. Letter – Horne & Hastings Assoc. – Estimate Prouty Street**

Mr. Phillips presented the appraisal letter with the appraisal cost of \$2,250 and a completion time of about 8 to 10 weeks and moved to proceed with the appraisal taking payment from the Facilities account if there are sufficient funds or a Reserve fund transfer. Mr. Klimavich seconded; so voted.

**9. Consideration of Executive Session**

At this point, the Board considered adjourning for Executive Session for the matter of interviewing candidates for the Town Hall Custodian position. It was agreed to proceed with the Executive Session after the completion of all regularly scheduled business.

**10. Approval Metcalf & Eddy Agreement, Mill Street**

Chairman Lund presented the agreement and indicated that there was a Department of Environmental Protection deadline that the Town must meet. She asked for authority to sign the agreement once it meets with Town Counsel's approval. Mr. Phillips made the necessary motion, which was seconded by Mr. Klimavich; so voted.

**11. Consideration: Over Expenditure Snow & Ice Account, Highway Superintendent**

The Board received a request from Herbert Chaffee II, Highway Superintendent requesting \$35,000 be added to the Snow & Ice budget for the remaining Fiscal Year. It was explained that because of the last two snowstorms and the payroll up to 12/23, there was only a balance of \$302.53 in the account. Approximately \$64,000 had been spent during the previous winter but only \$30,000 was budgeted at the Annual Town Meeting for the current FY.

Mr. Klimavich moved to authorize the Highway superintendent to overspend the Snow & Ice Account by \$35,000.00, if necessary. Mr. Phillips seconded the motion; so voted. The Administrative Assistant was directed to forward a copy of this vote to the Advisory Committee.

**12. B&R Coachworks: Renewal Application 2004 Class II License**

B&R Coachworks' renewal application, along with the necessary fee payment and insurance documents, was received by the Board. Mr. Phillips made the motion to approve the renewal, Mr. Klimavich seconded; so voted.

**13. Tantasqua School District Funding Assessment**

Mr. Phillips presented a letter from Kathleen Reynolds, Superintendent of Schools, regarding the Tantasqua School District Assessment. The letter indicated that a subcommittee was being established to review the method of assessment and requested that the Board of Selectmen appoint a representative. This subcommittee is scheduled to hold its first meeting on Tuesday evening, January 6, 2004.

Chairman Lund asked for a volunteer to represent the Board and Mr. Phillips volunteered. It was noted that the first meeting will be held at the same time as this Board's regular meeting, causing a conflict.

Mr. Klimavich made the motion to designate Mr. Phillips as the Representative to the Subcommittee on Funding Assessments from the Brookfield Board of Selectmen. Mr. Phillips seconded the motion; so voted. The Administrative Assistant will notify the Superintendent of School of the appointment in writing.

**14. Consideration of Executive Session – Town Hall Custodian Interviews**

Ms. Lund entertained a motion to enter into Executive Session to conduct the initial interviews for the Town Hall Custodian position and to adjourn the meeting following the last interview. Mr. Klimavich so moved; Mr. Phillips seconded. Mr. Phillips voted aye; Mr. Klimavich voted aye and Ms. Lund voted aye.

Regular meeting adjourned at 7:45 p.m.

Respectfully submitted,

Donna L. Neylon  
Administrative Assistant

Date Approved by Board: \_\_\_\_\_