

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

MINUTES OF SEPTEMBER 19, 2006

REGULAR SESSION

Chairman Beverly A. Lund called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance. Other members present: James W. Allen and Ronald J. Dackson.

Camera Operator: John David Holdcraft

Press: Karen Trainer

Public: Barbara Wilson, Peter Martell, Herbert Chaffee, Philip Peirce

APPROVAL OF WARRANT:

Mr. Dackson moved to ratify the Payroll Warrant of Sept. 12th in the amount of \$146,891.35; Mr. Allen seconded; so voted.

Mr. Dackson moved to approve the Electronic Expense Warrant for September 19, 2006 in the amount of \$.79; Mr. Allen seconded; so voted. Mr. Dackson moved to approve the Expense Warrant of September 19th in the amount of \$646,322.01 and the Personal Property Abatements for Fiscal Year 2006 in the amounts of \$257.09; \$1946.36 and \$461.03 and the Personal Property Abatement for Fiscal Year 2005 in the amount of \$31.87; Mr. Allen seconded; so voted.

There were only two question/comments on this warrant:

- Ask the Town Accountant not to accept photocopies of invoices from the school;
- Hold the check to UniFirst until after the accounting is done to split the payment to two departments (Highway and Water).

1. STATEMENT FROM PHILIP PEIRCE

At this time, Mr. Philip Peirce asked to make a statement. During his statement, he said that he thought the moral of town employees in the Town Hall had taken a dive in the last five years. He asked the Board to try to be mindful of the feelings of the employees.

APPROVAL OF MINUTES:

Mr. Allen moved to approve the minutes of August 29, 2006 and September 5, 2006; Mr. Dackson seconded; so voted.

2. **ANNOUNCEMENTS**

Mapping Massachusetts Communities: One day workshops to be held 10/11 & 10/12 from 8:30 to 4:30 Waltham, MA “How to use a Geographic Information system (GIS)”. Cost: \$399 per individual.

3. **MONTHLY REPORTS**

Tax Collector – August 2006

Highway Department – August 2006

Treasurer’s Cash Reconciliation Summary – July 31, 2006

Board of Overseers – September 2006

Fire Department – September 2006

Mr. Allen moved to acknowledge receipt of the monthly reports; Mr. Dackson seconded; so voted. Ms. Lund acknowledged the anniversaries of Richard Phillips (7 years); Robert Connor (6 years); and Jeff White (2 years).

4. **MINUTES OF MEETINGS**

Recreation Commission – August 7, 2006

Mr. Allen moved to acknowledge receipt of the minutes of meetings; Mr. Dackson seconded; so voted.

5. **DISTRIBUTION OF CLEAN FILL FROM HIGHWAY DEPARTMENT**

Mr. Allen reported that Brenda McElroy, Co-Chairman of the Recreation Commission will speak directly with the Highway Superintendent regarding the clean fill that is available. Ms. Lund reported that the Cemetery Commission has gone to the Conservation Commission for the necessary permit and that the Recreation Commission is working with the Conservation Commission and the Army Corps of Engineers for the necessary permits to use the fill at Lewis Field.

6. **SPEED LIMIT ON MILL STREET**

The Selectmen asked the Highway Superintendent the reasoning behind the placement of the Speed Limit 20 signs in front of the new highway garage on Mill Street. Mr. Chaffee advised that he had three or four close calls with speeders and drivers passing when the Town’s trucks were entering and exiting the yard He put up the signs for the safety of the Town’s employees. Mr. Chaffee said that he had spoken with the Police Chief regarding these signs.

Ms. Lund advised that these are illegal and cannot be enforced through the court system. She further indicated that the appropriate speed survey as required by MassHighway needs to be done.

Mr. Allen moved to direct the Police Department to conduct a survey and follow whatever process is necessary to make the 20 mph speed limit legal and enforceable and for Mr. Chaffee to leave the signs up in the meantime; Mr. Dackson seconded; so voted.

7. **EASEMENTS – PINE LANE**

Ms. Lund reported that Town Counsel sent a license agreement that must be used to give permission for plumbing/septic lines to cross a road.

Mr. Allen moved to approve and sign the easements, to forward them to Mr. Barnes for completion and signing by the owners advising him that the easements will not take effect until the Highway Superintendent has received a copy of the plans; Mr. Dackson seconded; so voted.

8. **TREE AT SOUTH POND NEAR GLORIA FAUGNO’S HOUSE**

The Board asked Mr. Chaffee as Tree Warden the status of the downed tree at South Pond near Mrs. Faugno’s property. He said that he didn’t think he would be able to get there for a couple of two months as he was too busy, but he would clean up the tree as soon as he could. It has been moved from the roadway. The wood is available to anyone who wants to take it away.

9. **MR. MAYO’S DRIVEWAY – WEBBER ROAD**

Ms. Lund reported that Town Counsel had sent a License Agreement to be used by the Town and Mr. Mayo. Town Meeting vote is not necessary.

Mr. Dackson moved to accept the license agreement and forward it to Mr. Mayo; Ms. Lund seconded; Mr. Allen abstained; so voted.

10. **UNIFIRST INVOICE**

The Selectmen explained to Mr. Chaffee that the invoice that he submitted from UniFirst on this Expense Warrant that should have been divided between the Highway Department and the Water Department. The check is being held until the bill is divided accordingly. This practice will give a more accurate account of the expenses.

11. **SIGN SURPLUS DOCUMENT – 1984 CHEVROLET. BLAZER – BROOKFIELD FIRE DEPARTMENT**

Mr. Allen moved to declare the property surplus and to approve the transfer of the vehicle to the military; Mr. Dackson seconded; so voted.

12. BJ'S CREDIT/MEMBERSHIP CARD DISCUSSION

Mr. Dackson reported from Town Counsel that a card in the name of the Town with the Tax Identification Number must not be held by an individual employee, it is inappropriate and should be cancelled. Ms. Lund reported the Ethics Commission advised her that the Town of Brookfield's employees can join with a business membership without the Town's Tax ID number. Mr. Dackson also reported that Town Clerk has volunteered to help set up a new BJ's account for the employees and others.

Ms. Lund entertained a motion to notify the Treasurer to make sure the card with the tax exempt number is cancelled, to set up a new one in the Town of Brookfield's name under the Board of Selectmen which would be available for any Town department to use, to authorize the Treasurer to open a new employee membership account for the Town of Brookfield without the tax exempt number and to notify the employees of its availability; Mr. Allen so moved; Mr. Dackson seconded; so voted. Mr. Dackson suggested not canceling the old card until after the new one is issued.

Chief Martell was directed to turn in the BJ card currently in his possession.

13. CLEANING OF PROTECTIVE CLOTHING (TURN OUT EQUIPMENT) – FIRE DEPARTMENT

Peter Martell, Fire Chief, reported that the uniforms go out for cleaning and repairs once a year when the individual firefighter is on vacation. He uses the same company for both as the repairs are done prior to the cleaning. He reported that some companies only do one service or the other and take 4 or 5 days for one part of the service. Ms. Lund suggested that the Chief check with a specific drycleaner in Palmer and the Chief will do so.

14. USE OF SIGNATURE STAMPS

Ms. Lund reported that Bruce Clarke, Water Dept. Superintendent, had inquired if the use of signature stamps for vouchers and timesheets was allowed and she learned from the Auditor that it is only allowed for the Treasurer on checks and must have prior approval by the bank. The Administrative Assistant will notify Mr. Clarke, the Town Accountant and the Treasurer of this information.

15. SET DEADLINES FOR NOV. 13TH SPECIAL TOWN MEETING

Mr. Dackson moved to close the warrant by 3:00 p.m. on Monday, October 2, 2006; Mr. Allen seconded; so voted.

There will be several articles on this warrant that were passed over at the Annual Town Meeting to be on a fall Special Town Meeting Warrant.

16. MARKINGS OF TOWN VEHICLES

Ms. Lund entertained a motion to send a memorandum to all town departments that have vehicles to remind them that they need to be marked Town of Brookfield; Mr. Allen so moved and included that the Departments be asked to take action as soon as possible; Mr. Dackson seconded; so voted.

17. EXIT LIGHTS

Ms. Lund entertained a motion to use the light system recommended by the Electrical Inspector and have the Administrative Assistant prepare the quote based on information received from the Building Inspector with Mr. Allen to supervise the actual installation; Mr. Dackson so moved; Ms. Lund seconded; Mr. Allen abstained; so voted.

18. BREAK POLICY

Ms. Lund reported that some employees were taking numerous, lengthy breaks and some were taking none and this is causing dissention among the employees. She inquired of the Board as to whether a break policy was needed to serve as a guide and put everyone on the same page. Ms. Lund said that from documents found on line, the State Attorney General comments that rest breaks are not required although she believes they are necessary. She suggested sending a copy of the law to all employees and asking them to cooperate.

Mr. Dackson moved to have each Board member to talk with each Town Hall employee individually to see what they think and what remedies they would suggest and report back at the next meeting; Mr. Allen seconded; so voted.

19. PROPOSED PLUMBING & GAS FEE CHANGES

Mr. Allen reported that the Plumbing Inspector, Robert Wall had withdrawn his request to have his fees changed so no action is necessary.

20. TIMESHEETS FOR SALARIED EMPLOYEES

It was the consensus of the Board that the new timesheet could be used by salaried employees and also agreed to add a column for recording compensatory time and to reissue it to the employees

21. WEBSITE MANAGEMENT

Mr. Allen explained that the company he was working with had lost key personnel and would not be able to handle the job. He spoke with Joseph Klimavich who agreed to maintain the website at least for the time being for no

fee. Mr. Allen will talk with Taylor Whitcomb who had agreed to volunteer to update the site.

Mr. Allen said that there is a switch in the cellar that will need to be replaced.

22. MILEAGE REIMBURSEMENT FORMS

Ms. Lund reported that the Auditor advised that the odometer reading on the mileage reimbursement form is not mandatory; however, if the employee needs the information for their personal tax return it might be beneficial to complete that part.

Mr. Allen moved to not mandate the odometer readings for mileage reimbursement, Mr. Dackson seconded; so voted.

23. CARPET - MAIL ROOM

Mr. Allen moved to replace the carpet, paint the walls and replace the light in the Building Inspector's office; Mr. Dackson seconded; so voted. The carpet will be commercial grade, dark color, installed for \$150.

24. RATIFY ELECTION WORKER APPOINTMENT

Mr. Allen moved to ratify the appointment of Louise Woodard as election worker retroactive to September 18, 2006 for a term to expire on June 30, 2007; Mr. Dackson seconded; so voted.

New Business:

25. COPY OF LETTER LIBRARY TRUSTEES TO ETHICS COMMISSION

Mr. Allen moved to acknowledge receipt of the above letter regarding the CORI policy and holding a reimbursement check; Mr. Dackson seconded; so voted. The Administrative Assistant was instructed to send a list of library employees to the Police Chief so he can have CORI checks done.

26. DISCUSSION OF NEW POLICY RE: NUMBERED RECEIPTS FOR CASH

The Advisory Committee wrote the Selectmen asking to have all departments that collect each use a bound cash book for numbered entries as recommended by the Auditor and to mandate use of a night depository. The Board learned that the Town is covered for up to \$100,000 in theft by an employee under its Crime insurance but there is a \$10,000 deductible in the case of robbery by an unknown party.

Mr. Dackson moved to initiate immediately the procedure per instructions of the Auditor, Selectmen and Advisory Committee; Mr. Allen seconded; so voted. The letter will be drafted by Ms. Lund and sent once it has been approved by all Selectmen.

27. MCDBG NOTICE OF PUBLIC INFORMATION SESSIONS

Notice was received of two meetings (Sept. 26 and 28) regarding new Community Grant Applications and Mr. Scanlan of CMRPC recommended that someone from the Town attend. Mr. Allen will attend on behalf of the Town.

28. EMS OPEN HOUSE

Ms. Lund read an announcement from Donna Lafleur, EMS Chief, stating that the ambulance building will be conducting an open house on October 14th, the same day and time as the Highway Department.

Correspondence:

Ms. Lund read the following correspondence:

29. CHARTER COMMUNICATIONS – UPCOMING CABLE CHANGES

The notice indicated that certain changes will go into effect automatically should the customer not respond.

30. NIMS & ICS CERTIFICATES: ELEM. SCHOOL PRINCIPAL & NURSE; R. DACKSON

Certificates of Completion for both ICS 100 and ICS 700 were received for Kathleen Hosterman, Principal and Elaine Gittens, School Nurse and Selectman Ronald Dackson.

31. WELLNESS CORPORATION – ANNUAL UTILIZATION REPORT

Mr. Allen moved to acknowledge receipt of this report and the above noted correspondence; Mr. Dackson seconded; so voted.

32. THANK YOU TO EMS – NANATOMQUA COOPERATIVE CORPORATION

Ms. Lund read the thank you note wherein the Nanatomqua Cooperative Corporation indicated their gratefulness for services supplied by the Brookfield EMS with a donation totaling \$816. Mr. Allen moved to acknowledge receipt of the letter and donation and to place a copy of it in the EMS general personnel file; Mr. Dackson seconded; so voted.

33. **LEGAL MEMORANDUM: MUNICIPAL AFFORDABLE HOUSING TRUST FUND**

A copy will be made for Mr. Dackson and Mr. Allen for their review and the Board will decide if this should go on the next Special Town Meeting Warrant.

34. **LEGAL MEMORANDUM: RECENT LEGISLATION APPLICABLE TO LOCAL ADJUDICATORY HEARINGS**

A copy will be mailed to all Town Departments asking for their input so the Board can decide if this should be put on the June 2007 Annual Town Meeting Warrant.

35. **COMMERCIAL EQUIPMENT DIRECT ASSISTANCE PROGRAM (CDAP)**

Correspondence was received from the Homeland Security Division reminding the Town that this is the last week of CEDAP 2006 Applications about a program to provide smaller law enforcement and emergency responder agencies with equipment items such as defensive and protective equipment, detection, search and rescue equipment, information sharing and risk assessment software, and interoperable communications technology.

Ms. Lund entertained a motion for the Town to apply on line to keep its options open; Mr. Dackson so moved; Mr. Allen seconded; so voted.

36. **MASSHIGHWAY RESPONSE TO EMAIL**

Ms. Lund reported that MassHighway had responded that they had not ordered the removal of the tree on Route 9 and suggested that whoever removed the tree should replace it. The Administrative Assistant has written back to explain which department of MassHighway removed the tree and the Board is waiting for a further response.

ADJOURNMENT

As there was no further business before the Board, at 9:12 Mr. Allen moved to adjourn; Mr. Dackson seconded; so voted.

Respectfully submitted,

Donna L. Neylon, Administrative Assistant

Date Approved by Board: _____