

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

**MINUTES OF MARCH 3, 2010**

**SPECIAL SESSION**

Chairman Rudy Heller called the meeting to order at 9:00 am and led the group in the Pledge of Allegiance. Other members present: James Allen and Peter O'Connell.

**Camera Operator:** Michael Jones

**Press:** None

**Public:** John David Holdcraft

**APPROVAL OF WARRANTS:**

Passed over to March 9, 2010 meeting.

**APPROVAL OF MINUTES:**

Mr. Allen moved to accept the minutes of January 26, 2010 (regular) and February 3, 2010 (special and executive sessions) as amended; Mr. O'Connell seconded; so voted.

**ACKNOWLEDGEMENT OF MONTHLY REPORTS & MINUTES**

Passed over to March 9, 2010 meeting.

**ANNOUNCEMENTS:**

Passed over to March 9, 2010 meeting.

**Public Access Period:**

There was no public access period as this is a "work" meeting.

*Business:*

**1. LOCATION OF FUTURE SELECTMEN'S MEETINGS**

Mr. Heller asked the Board to consider holding some future Selectmen's meetings at locations other than the Town Hall and Elementary School. He specifically mentioned McEachern Hall at Wagon Wheel Mobile Home Park and the Brookfield Rod & Gun Club. He felt that these areas would be more accessible to residents in those areas and the meetings could be used to hear their concerns.

Mr. Allen pointed out that those locations were private and he didn't know if the Board could hold official meetings there but they certainly could go to discuss concerns of the citizens. It was agreed to find out the legalities of the possible location changes.

As a result of a telephone conversation later in this same meeting, Counsel said it was okay to meet at other locations as long as they were in a public place and open to the public, comply with ADA and Open Meeting Laws, and are duly posted.

2. **WINTER SCHEDULE OF SELECTMEN'S MEETINGS**

It was agreed that the original vote was to hold Selectmen's meetings at the Elementary School through the winter until April 1<sup>st</sup> and that there was no need to extend or change this.

3. **CULTURAL COUNCIL – MAY 1, 2010 DANCE**

Mr. Heller reported that following the Board's March 1<sup>st</sup> meeting, he met with Mr. William R. Simpson, member of the Cultural Council, and made a list of questions to ask Mr. Jeffrey Dougan, Assistant Director of ADA for the State. In a telephone conversation, Mr. Dougan made clear that use of the second floor of the Town Hall (until made ADA compliant) *for any reason whatsoever* was not allowed and that there could be no waivers. Mr. Dougan sent an e-mail confirming these points. Mr. Heller forwarded Mr. Dougan's e-mail summary to the members of the Cultural Council.

Mr. Heller entertained a motion to rescind with regret the Board's previous vote to allow the Cultural Council to use the Town Hall for their May 1, 2010 50's dance; Mr. O'Connell so moved; Mr. Allen seconded; so voted.

Mr. O'Connell pointed out that using an area that was not ADA compliant could result in the Cultural Council (or any Town department) having grant funds taken away. Mr. Allen agreed, stating that this decision would affect Memorial Day and other activities offered.

Mr. O'Connell also pointed out that the Board had recently received a letter from a man in Spencer who had read a newspaper article about the possible barrier removal and renovation project to the Town Hall. In his letter, this man indicated that the Town could not remove the handicap ramp. Mrs. Neylon said that she had received a telephone call from the letter's author and explained to him that the ramp would not be removed until the access to the new "main entrance" was completed. The current plans indicate that the new main entrance will include an elevator and grading of the parking lot so that a ramp would not be needed. Mr. Allen moved to authorize Mr. Heller to respond to the letter; Mr. O'Connell seconded; so voted. Mr. O'Connell volunteered to write the letter and Mr. Heller accepted.

4. **SELECTMEN'S REPORT FOR ANNUAL TOWN REPORT - 2009**

Mr. O'Connell had drafted the Board's response and Mr. Allen complimented him for his work in developing the report. Mr. Heller said it was very comprehensive and not only indicates the accomplishments of the Board for calendar year 2009 but it indicates some goals and objectives for calendar year 2010. Mr. O'Connell moved to accept the report as edited; Mr. Allen seconded; so voted.

5. **BUDGET INITIATIVES AND PARAMETERS**

The Board discussed meeting with departments that report to the Selectmen. It is their understanding that the Selectmen will interview those departments and the Advisory Committee will interview the departments that are headed by elected officials. Each Board will forward their recommendations to the other and to the Town Accountant for the spread sheet. It is the Board's goal that only one set of final recommended figures be presented to the voters.

6. **9:30 AM MEETING WITH TOWN ACCOUNTANT**

**FY 2011 Budget Spread Sheet:**

Betty Benoit, Town Accountant, attended the meeting and the details of the budget spread sheet were discussed. It was agreed that the budget spread sheet would include separate columns for:

- FY09 Expenditures
- Annual Town Meeting approved FY2010 budget
- FY10 Budget figures as adjusted (Special Town Meetings, Reserve Fund transfers, etc.)
- Total final budget for FY 2010
- Level funded budget requests for FY 2011 with and without a 1% COLA increase
- Selectmen's recommendations/approved
- Advisory Committee's recommendations/approved
- Percentage of increase
- Requests for Articles will be at the bottom

**Town Accountant Departmental Budget:**

The Town Accountant submitted a revised budget for her department for Fiscal Year 2011.

**Revenue & Expense Projection:**

Mrs. Benoit gave the Selectmen a new Revenue & Expense Projection information sheet.

7. **WARRANT FOR SPECIAL TOWN MEETING:**

**Possible Account Problems (FY 2010):**

The Selectmen discussed budgets that may experience short funding. Mr. O'Connell moved to add articles to the Special Town Meeting that would transfer funds to the Legal Services Account and to the Unemployment Account using figures from the Treasurer for the Unemployment Account; Mr. Allen seconded; so voted.

**Telephone Call from Town Counsel:**

Counsel, Patricia Cantor, called and the Board discussed changes in Special Town Meeting Article 1 dealing with the proposed renovation of the Town Hall. She indicated that this article should also be approved by bond counsel since it involves borrowing money. Mrs. Neylon indicated the article had already been sent to bond counsel and she was waiting for their input. Pat Cantor agreed to be available by telephone during the Special Town Meeting.

Mr. O'Connell moved to approve and sign the warrant contingent on minor edits from counsels; Mr. Allen seconded; so voted.

8. **CHANGE OF DATE OF ANNUAL TOWN MEETING:**

Mr. O'Connell reported that he had spoken with the Town Clerk about submitting an article for the Special Town Meeting to change the by-laws to give the Selectmen to change the date of the Annual Town Meeting to a later date but they agreed that the final approval would not be back from the Attorney General's office in time for this year. Therefore, if a by-law change was necessary, Mrs. Lincoln asked that it be done at the Annual Town Meeting.

While the Board had Mrs. Cantor on the telephone they asked her if a by-law change was needed to accomplish this purpose. She indicated that Chapter 39, section 9 already gave the Board the authority to vote a change in the meeting date as long as the meeting was completed by the end of the fiscal year (June 30<sup>th</sup>).

9. **BUDGET SCHEDULE:**

Mr. Heller and Mrs. Neylon announced the following schedule for the Selectmen's budget reviews:

- Wednesday, March 17: Budgets of the Police, Highway and Treasurer
- Wednesday, March 31: Budgets of the Fire & EMS (others to be determined)

10. **EMPLOYER'S STATEMENT RE: INVOLUNTARY RETIREMENT**

Mr. O'Connell asked the Board to authorize him to submit the Employer's Statement; it was agreed that he already had this authority so no further action was taken.

**Public Access Period:**

There was no public access period as this is a “work” meeting.

**ADJOURNMENT:**

At 11:10 a.m., Mr. Allen moved to adjourn the meeting; Mr. O'Connell seconded; so voted.

Respectfully submitted,

Donna L. Neylon, Administrative Assistant

Date approved by Board: \_\_\_\_\_