

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

**MINUTES OF NOVEMBER 10, 2010**

**SPECIAL SESSION**

Chairman Rudy Heller called the meeting to order at 11:00 am. Other members present: James Allen and Peter O'Connell.

**Camera Operator:** Sharon Mahoney  
**Press:** None  
**Public:** Police Chief Michael Blanchard

*Agenda Items:*

**1. POLICE DEPARTMENT- HIRING & GOAL SETTING**

Personal Goals for the Police Chief:

As part of his contract with the Town, there were to be goals agreed upon by the Chief and the Selectmen. The Board had asked Chief Blanchard to create a list of reasonable goals for himself, attend this meeting and discuss those goals with the Board. Below are the goals that were agreed upon:

- Have a personal meeting with all department heads. Along with meeting each department head, it was the Chief's intent to discuss with them to determine what they expect from him and his department and to impart what he would expect from them. He will create a list of departments and check them off once the visit has been concluded.
- Hire three full-time officers (one to be a Sergeant). Further details on this were held off until the conclusion of the "goals" discussion.
- Review Fiscal Year 2011 Police Budget and start work on FY 2012.
- Review Department Policies and Procedures and begin to bring them up-to-date. The Chief will conclude this within his first six months and present his recommendations and timeline to the Board.
- Join the Massachusetts Chief of Police Association and attend meetings.
- Submit a personal development plan to the Board. This would include where he believes he needs to grow and how to accomplish that.

Mr. O'Connell moved to adopt these goals as amended; Mr. Allen seconded; so voted. Mr. O'Connell volunteered to re-type the goals.

Hiring/Interview Process:

- Hiring from within. The job advertisement has specific job criteria which could prevent hiring from within if a current employee wished to be a prospective applicant. The Chief asked if the Board would consider hiring from within. In the discussion the following points were raised:

- The legal advertisement does not state how many individuals would be hired that would be academy-trained.
- The Academy takes 120 days and the next one starts on March 7<sup>th</sup>.
- If a current part-time employee should be considered, the chief would apply for a waiver for this person to work full-time prior to attending the academy.
- The cost of the academy is \$2,500; they admit those that are municipality-sponsored first and then, if there is room, take the self-sponsored.
- The candidate must have a physical exam (\$150) prior to attending academy.
- Should the Chief decide to hire from within, he could make an agreement with the officer to reimburse the Town for the cost of the academy should the officer leave before three years.
- It would cost a maximum of \$10,400 to have part-time officers fill in the work schedule of the full-time officer while at the academy.
- Mr. O'Connell felt that, should the Chief want to use community screening, it would be good in the case of hiring the Sergeant. Chief Blanchard had already considered a committee when hiring patrol officers. He felt that the committee (for patrol officers) be made up of himself, a Chief from another community, a Selectman and a resident-at-large and, for the Sergeant, would include a second Police Chief. Mr. Allen will serve on this committee.
- It was agreed that the committee screening would not be used for the two patrol officers as it was important to get those two positions filled quickly. The committee would be used for the Sergeant hiring.
- The Chief will go through the interview process, the chosen applicant(s) will have their exams and the Chief will present his recommendations for hiring early in December.
- The promotional process (current part-time to full-time) will be determined by the Chief.

At about 11:45 am, Mr. Heller entertained a motion to enter into Executive Session citing (and reading aloud) Exemptions three and Six and to return to open session for further business; Mr. Allen so moved; Mr. O'Connell seconded; so voted with Mr. Allen voting aye; Mr. O'Connell voting aye; and Mr. Heller voting aye.

**Exception Three** - "To discuss strategy relating to collective bargaining or to litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the governmental body, to conduct strategy sessions in preparation for negotiations with nonunion personnel, to conduct collective bargaining sessions or contract negotiations with nonunion personnel."

**Exception Six** - "To consider the purchase, exchange, lease or value of real property, if such discussions may have a detrimental effect on the negotiating position of the governmental body and a person, firm or corporation."

At about 12:54 am, Mr. Heller called the Open Session back to order.

At this time, the Board re-arranged the agenda with the intent of taking care of the most important matters before Mr. Allen had to leave the meeting.

**2. APPROVE INVOICE FOR CDBG-R PROJECT**

Mr. O'Connell moved to approve the payment of the invoice from Mass Broken Stone (Holden Trap Rock) for asphalt used on the CDBG-R project (Community Development Block Grant – Recovery) (Common, Lincoln and Lincoln Street Extension) from Chapter 90 funds; Mr. Allen seconded; so voted.

**3. APPROVAL OF WAGE AUTHORIZATION FORMS (WAF)**

Treasurer's Clerk: Mr. O'Connell moved to approve the Wage Authorization form for the new Treasurer's clerk, Holly Chisholm, as a Grade 6, Step 5 at \$11.58 per hour; Mr. Allen seconded; so voted.

Municipal Clerk II: Mr. O'Connell moved to appoint Holly Chisholm to the position of Municipal Clerk II who will work a maximum of 5 hours per week for the Selectmen and to approve the Wage Authorization Form at a Grade 4, Step 8 at \$10.50 per hour; Mr. Allen seconded; so voted.

Administrative Assistant to the Board of Selectmen: Mr. O'Connell moved to approve the revised Wage Authorization Form for the Administrative Assistant, Donna Neylon, as approved at Special Town Meeting, changing the Grade from 8 to 10 and the hourly rate from \$18.10 to \$19.60; Mr. Allen seconded; so voted.

During the discussion relative the WAF for the Administrative Assistant, Mr. Heller explained that earlier today, he had a conversation with the Town Accountant who advised that the \$19.60 does not work out exactly to the \$2,086 authorized at the Special Town Meeting. She told Mr. Heller that some options for the Board were to deficit spend this account, lower the hourly rate, or process a Municipal Relief transfer at the end of the fiscal year. She normally would deficit spend. The amount not covered by the Special Town Meeting appropriation is \$2.40 per pay period or \$1.20 per week which figures out to about three cents per hour or about \$39 for the balance of the year. The Board agreed that they did not want to cut the hourly rate. They also mentioned that they might want to consider changing the Administrative Assistant from an hourly rate to a salary in the next budget process.

4. **MEMO TO EMPLOYEES REGARDING NOVEMBER AND DECEMBER HOLIDAYS**

The memo as drafted by the Administrative Assistant and edited by Mr. O'Connell was approved for sending contingent upon discussions with the affected employees. Mr. O'Connell so moved; Mr. Allen seconded; so voted. The memo advised Department Heads how to handle the Friday holidays.

5. **SPECIAL ACT OF THE LEGISLATURE**

Ms. Neylon, Administrative Assistant, advised the Board that she had sent the request for a special act of the legislature in last Thursday's mail, following their instructions at their meeting the previous evening. Yesterday, she received a phone call from Senator Brewer's office asking for "the language" or official wording of the special act which apparently is normally drafted by Town Counsel. She reported advising Ms. Brady of Senator Brewer's office that what was sent was exactly what the Selectmen were instructed to be sent by Town Meeting vote and that Mr. Stephen Comtois, who advised the Selectmen that he was the lead initiator, advised be sent "as is" and immediately. Ms. Neylon told Ms. Brady that the Board would be meeting on Wednesday morning and she would ask them if they had any response or proposed action.

Mr. O'Connell said that he felt that the language of the act should be the responsibility of the petitioners and moved to refer the question of the proposed wording to Mr. Comtois who should return his wording to the Selectmen for forwarding to Ms. Brady of Senator Brewer's office; Mr. Allen seconded; so voted. This will be put on the agenda for the Tuesday, November 16<sup>th</sup> meeting as a follow-up.

6. **EMPLOYEE BREAK & COMP TIME POLICY**

Mr. O'Connell reported having had a good meeting with the majority of the affected employees and there seemed to be unanimous agreement with the proposed policy that included a ten to fifteen minute paid rest break for employees who work more than four hours at a time but no rest break for employees working less than four hours. If the break is not taken, no time is deducted from the work day.

The matter of the paid versus unpaid meal break was also discussed and it was agreed that employees who chose to work or be available during their meal break would be allowed to shorten their work day by one-half hour. If an employee chooses to run an errand or go home for lunch, they are not paid and their work day is not shortened by that time period.

Mr. O'Connell moved to approve the policy; Mr. Allen seconded; so voted.

7. **OSMP CHAPTERS ON GOVERNANCE AND TRANSPORTATION**

Mr. O'Connell had incorporated the comments of Mr. Heller and Mr. Allen with his own and moved to send the Board's comments to the Open Space and Master Plan Committee along with the Board's appreciation for all of their hard work; Mr. Allen seconded; so voted.

8. **TOWN HALL ROOF**

Mr. Allen did not have anything new to report so this was passed over.

9. **SNOW AND ICE - SIDEWALKS**

Mr. Allen did not have anything new to report so this was passed over.

10. **PERFORMANCE REVIEWS**

This passed over until the November 16<sup>th</sup> meeting.

11. **SAW MILL POND DAM REPORT**

Mr. Heller reviewed the report from Fuss and O'Neill very carefully and wrote up his comments for the Board to review. Mr. Heller noted that there were several instances in the report where the engineers had listed "unknown" for information and he felt that if this information could be determined that the "significant" designation could be lowered resulting in a recommendation that would be least costly. The "significant" designation if allowed to stand could have a very high cost to repair and impact upon the Town.

Mr. Heller said that the bridge and dam were built together as one structure in 1939 when Lake Road was a county way and the needed information could be in those documents. Fuss & O'Neill would know better where to locate the information than the Town would and he recommended proposing to Fuss & O'Neill that they look for this information.

Mr. O'Connell moved to authorize Mr. Heller to converse with representatives of Fuss & O'Neill to see if they would locate the information at a cost not to exceed \$500, if they felt that information would have an affect upon their recommendation and to invite Mr. Moreschi to attend the November 16<sup>th</sup> meeting, if appropriate; Mr. Allen seconded; so voted.

The Board discussed inviting Mr. Chaffee, Highway Superintendent and Tree Warden, to attend the meeting on Tuesday and Mr. Heller will contact him should that be necessary. It was felt that the Highway might be asked to perform some of the clean up at the dam site.

*Other:*

**12. ORIENTATION DINNER/MEETING & JOINT SELECTMEN'S MEETING**

It was agreed that Mr. Allen would represent the Board at the CMRPC Orientation Dinner/Meeting on November 18<sup>th</sup> and Mr. O'Connell would represent the Board at the Joint Selectmen's meeting in West Brookfield on the same date. Mr. Heller will be traveling on business and unable to attend either.

**13. MMPA MEMBERSHIP**

The Board agreed not to join this organization which has annual dues of \$200./

**ADJOURNMENT:**

As there was no further business before the Board, Mr. O'Connell moved to adjourn at 1:55 pm; Mr. Heller seconded; so voted.

Respectfully submitted,

Donna L. Neylon, Administrative Assistant

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