

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

**MINUTES OF DECEMBER 21, 2010**

**SPECIAL SESSION**

Chairman Rudy Heller called the meeting to order at 1:00 pm and led the group in the Pledge of Allegiance. Other members present: James Allen and Peter O'Connell.

**Camera Operator:** Sarah Heller  
**Press:** Jennifer Grybowski  
**Public:** James Dunbar, Lois Moores, Betty Benoit

*Agenda Items:*

**1. CHOOSE REPRESENTATIVE TO ATTEND BROOKFIELD TEACHERS ASSOCIATION NEGOTIATIONS**

Mr. O'Connell suggested that the Board might want to take a position on salary increases this year and Mr. Allen agreed that the Board needed a position in general about raises. After some discussion, Mr. Allen moved that the Brookfield Board of Selectmen requests all budgets for fiscal year 2012 be level-funded, except for any step increases due to employees; Mr. O'Connell seconded; so voted. It was agreed that the chosen representative would present this position to the negotiation committee and the Town boards.

Mr. Allen agreed to be the representative and to attend the January 12<sup>th</sup> and 26<sup>th</sup> meetings which are scheduled to begin at 6:00 pm.

**2. TOWN HALL RENOVATIONS AND BARRIER REMOVAL**

Mr. Allen reported that the consultant is compiling a list of proposed workers to remove and replace fractured, broken and missing tiles and to install a "slate catcher" on the Town Hall roof.

Mr. O'Connell moved to authorize Mr. Allen to continue to work with the roof expert and the Administrative Assistant to develop specifications for a Request for Proposal (RFP) and specifications to present to the Board when ready; Mr. Allen seconded; so voted.

Mr. Allen reported that Christopher Cote of C&C Masonry had replaced about 100 slate tiles when he took consultant, Susan Knack-Brown of Simpson Gumpertz & Heger up to the roof for her inspection last summer and that he had asked that Mr. Cote be added to the bid list.

It seems that most of the broken slate was in the valleys where the different roofs meet.

The Board discussed “slate catchers”. Should they be all around the building or just over doorways? It was agreed that this would be addressed by the consultant and would be included in the RFP/specifications.

**3. 1:30 PM DISCUSSION WITH TAX COLLECTOR & TREASURER**

Tax Collector, Lois Moores, and Treasurer, James Dunbar, attended the meeting to discuss the status of tax payments that were the responsibility of Municipal Management Association (MMA) since early October.

Mrs. Moores reported that MMA has sent out a letter and detailed bill to about 60 property owners and has received some collections which Lois then enters into her data base. If MMA doesn't receive a payment, their next step is to send a “notice of tax taking” and the account is transferred to the Treasurer.

Mr. Dunbar said that now that Lois is back and he is fully staffed, they are devoted catching up and he expects to be able to address the matter of tax title properties the first of the year. About \$4,700 has been collected since August; some property owners are on payment plans. There are some properties with ownership questions but the possible owners are willing to pay once the ownership questions are resolved. Mr. Dunbar will proceed with the foreclosure letter and plans to give some but not all to MMA for collection and will “go the land-of-low-value route” with the others. He will report to the Selectmen the end of January.

It was agreed that the Treasurer and Tax Collector would submit a monthly report indicating the amounts owed, added to be collectables, amount collected, and new balance so that the Selectmen can report to the voters of the progress. Additionally, at Mrs. Moores' suggestion, the amounts will be broken down into taxes, interest, and fees.

The Selectmen asked if the payment plans are in writing and both Mrs. Moores and Mr. Dunbar replied positively. Mrs. Moores said that one of her agreements had resulted in a paid up tax bill, others are keeping up with their agreement and one has been turned over to MMA.

Both the Tax Collector and the Treasurer have purchased stamps and will stamp the outgoing tax bills indicating that there is a balance due. Demand letters for fiscal years 2010 and 2011 have already been sent.

Mr. O'Connell asked if a lien should be placed on unpaid excise tax bills and/or water bills. Mrs. Moores said that she thought that was the responsibility of a Town Collector not the Tax Collector and she would research the difference between the two.

Mr. O'Connell moved to have the Administrative Assistant to request from the Water Department demand letters for overdue water bills to be included in the tax bills being mailed out next week; Mr. Allen seconded; so voted.

Mr. Heller asked Mrs. Moores if she had heard if she passed her Tax Collector Certification or not. She replied that she learned before she went on vacation that she had not passed but "didn't miss by much".

**3. FOLLOW-UP FROM POLE PETITION HEARING OF 12/14/2010**

At the December 14<sup>th</sup> Pole Petition Hearing, the vote to approve the petition had contingencies indicating that the tree used as guy pole should be removed. After the Board learned that the tree noted in the contingency was on town property and that Tree Warden did not want the tree removed.

Mr. O'Connell moved to rescind the previous motion and to approve the replacement pole contingent upon removal of the old pole: Mr. Allen seconded; so voted.

**5. PROGRESS ON POLICE OFFICER SEARCHES**

Mr. Allen, who served on the Police Officer Interview Committee, said that the candidates were narrowed to eight, then interviewed and narrowed to three. The Chief will choose from the final three and present his choice to the Board of Selectmen for the official appointment.

Mrs. Neylon was also asked to check to see that thank you letters and/or letters of rejection were sent by the Chief.

It was noted that the Chief intends to fill one of the full-time vacancies from the current part-time staff. The Chief will do CORI checks on the finalists for both positions. The advertisement for the Sergeant's position has been placed and will appear on December 24, 26 and 31.

**6. CLASS II AUTO DEALER'S LICENSE RENEWAL**

An application for a Class II Auto Dealer Renewal License was received from Barbara and Roger Mundell for their property on Fiskdale Road.

Mr. O'Connell moved to issue the Class II renewal license to Barbara and Roger Mundell d/b/a Mundell Sales for their Fiskdale Road property, contingent upon presentation of evidence of purchase and sales during 2010; Mr. Heller seconded; so voted with Mr. Allen abstaining.

During the discussion, Mr. O'Connell read a memo from Town Counsel dated 2005 and Section 59 and 62 of Chapter 140 of MGL indicating that the licensing board can

ask for various information and that the license holder must keep a “log book” on the premises.

*Other (after posting of agenda)*

**7. CHANGE OF LOCATION OF FEB, 22, 2011 MEETING**

The Selectmen learned that the February 22<sup>nd</sup> date for their meeting will not be available at the Elementary School so they agreed to change their meeting dates to the following:

Tuesday, Jan. 4	Elementary School (6:20 pm)
Tuesday, Jan 11	Town Hall (1:00 pm)
Tuesday, Jan 18	Elementary School (6:20 pm)
Tuesday, Jan 25	Town Hall (1:00 pm)

Tuesday, Feb 1	Elementary School (6:20 pm)
Tuesday, Feb 8	Town Hall (1:00 pm)
Tuesday, Feb 15	Elementary School (6:20 pm)
Tuesday, Feb 22	Town Hall (1:00 pm)

Tuesday, Mar 1	Elementary School (6:20 pm)
Tuesday, Mar 8	Town Hall (1:00 pm)
Tuesday, Mar 15	Elementary School (6:20 pm)
Tuesday, Mar 22	Town Hall (1:00 pm)

*Agenda (posted), continued:*

**8. 2:30 PM INITIAL BUDGET DISCUSSION WITH CHAIR OF ADVISORY COMMITTEE AND TOWN ACCOUNTANT**

It was noted that Gerald Johnson, Chairman of the Advisory Committee would not be able to attend but was available for a future meeting. The Board met instead with Betty Benoit, Town Accountant.

First, the Board discussed with Mrs. Benoit their change of meeting dates from alternating Wednesday mornings to alternating Tuesday afternoons and asked if this would be a problem for her to have the warrants ready. It was agreed that this would not be a problem; the Selectmen would continue to come in to sign the warrants as they are now and they will be processed once there are two signatures.

The process for the budget for fiscal year 2012 was then discussed.

Forms: to be proposed by Betty.

Columns in Spreadsheet: It was agreed that the amounts approved at the town meetings for FY 2009, 2010 and 2011 would be included along with “requested” sums for FY 2011. Betty will give the Board a “concept budget” that she thinks will streamline the process and she will be the “official keeper of the spreadsheet”.

Timeline: The Selectmen discussed sending a "heads up" memo to be issued the first week after New Year's and review Betty's budget two weeks later. It was agreed to send a letter to be the cover letter from both the Advisory Committee and the Selectmen the week of January 17<sup>th</sup> and to include any forms from the Town Accountant. It was also agreed that all of the budgets should be sent to the Selectmen's office and they will be distributed from there. The Advisory Committee will receive the budgets from the elected departments first and the Selectmen from the appointed departments, each would conduct their interviews, etc. and then switch departments. A possible goal of having all budgets in by the third week of February was discussed.

Defer the Annual Town Meeting: No decision was made.

Zero-based budgeting: Mr. Heller asked the Board to consider doing this, if even for only a couple of departments.

## 9. SAW MILL POND DAM REPORT

Mr. Heller said that he expects to go to the Archives to search for the needed plans.

At about 3:14 pm, Mr. Heller entertained a motion to enter into two Executive Sessions citing (and reading aloud) Exemptions three for both sessions and to return to open session only to adjourn; 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."

## ADJOURNMENT:

As there was no further business before the Board, Mr. O'Connell moved to adjourn at 3:37 pm; Mr. Heller seconded; so voted.

Respectfully submitted,

Donna L. Neylon, Administrative Assistant

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