

TOWN OF BROOKFIELD
SELECTMEN'S MEETING
TOWN HALL, Banquet Room and Selectmen's office

MINUTES OF FEBRUARY 8, 2011

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. Peter O'Connell was excused. The meeting began in the Banquet Room jointly with the Council on Aging and older members of the community (Note: The meeting scheduled for February 1, 2011 was cancelled due to weather. Most of the items on this agenda were transferred from the February 1st agenda).

Camera Operator: None

Press: Jennifer Grybowski

Public: Lee Urquhart, Marion Lessard, Eileen Lemay, Raymond Brodeur, Rhoda Josephson, Fran Robbie, Flo Hickey, Phil Peirce, Jeanne Myers, Barbara Clancy, Daniel Durgin, Kerry Brenner, Christine Murray

Agenda Items:

1. DISCUSSION: NEED FOR/DESIRE FOR A "SENIOR CENTER"

Mr. O'Connell had provided his written input since he could not attend the meeting; this input was summarized at the beginning of the meeting. Mr. O'Connell argued that:

- There was a need for a Senior Center since 25% of Brookfield's population was over the age of 65.
- The lack of adequate meeting space for seniors and others contributes to community isolation and polarization
- People over the age of 65 are an incredibly diverse group of people and needs (1) preventive health care services and health educational programs (2) exercise, (3) cultural and educational programs and discussion groups (4) access to computers, (5) group purchasing and discounts, (6) coordinated approaches to volunteer training and service as well as to paid, part-time employment, and (7) travel and entertainment.
- The Community Development Block Grant (CDBG) program will provide funding for Senior;
- A new "Senior Center" may need to have a name other than the "Brookfield Senior Center" to attract "young seniors" and a multi-age audience; the Senior Center needs to collaborate with the Library, Cultural Council, the Elementary School, the Rod and Gun Club and other groups that already provide programs to Seniors.

- Funds should be found or raised to hire a part-time director who is primarily a volunteer coordinator who will recruit, train, and coordinate volunteers who, in turn, coordinate and run the Center’s programs.
- The physical Senior Center space needs to have a large, multifunctional space that can be subdivided into smaller spaces to provide meeting space for different size groups, flexible storage so that equipment and supplies can be brought out or stored easily, a wireless connection to the internet so computers can be brought out on carts for seniors to use, a food preparation space that is easily accessible from all other spaces, and one or more offices for use by program coordinators (paid and volunteer).
- The Town Hall Barrier Removal Committee called for the Town Hall basement to be completely renovated to provide space for Town Hall Record storage and at least 3000 square feet that could be used as a Senior Center, with additional space available in the banquet hall upstairs (and eventually – on all floors of the Town Hall). Senior Center programming could take place in the Library, meeting spaces at Wagon Wheel or Nanatomqua, in the Schools, or on the Common.

Mr. Heller asked two questions and both received a resounding ‘YES’ from those present : (1) Do you like the concept of a “senior center” and (2) Does Brookfield need one? He then asked for program suggestions and the following ideas were given:

Game day	Summer Picnics (Common/Lewis Field
Group dinners at restaurants	Day trips
Historical reminiscences	Talk and craft sessions
Wii games	Phone trees to spread program information
Monthly newsletter	Monthly birthday parties
AARP free tax session	Senior page in <i>Brookfield Citizen</i>
Exercise Programs	Volunteer Home visiting program
Emergency Center	Men’s afternoon (cards, etc.)

It was noted that an up-to-date list of those over 65 or homebound can be acquired from the Town Clerk. Suggestions were made about ways to distribute a monthly newsletter through the *Brookfield Citizen* (Mr. Peirce said it could be done for the cost of printing) or using donations.

Mr. Heller then asked the residents, if the Town had these programs, where would be the ideal location? A fully renovated ADA accessible Town Hall basement was first choice (there were other suggestions, but this was the clear priority). The group then discussed how to apply to the CDBG program for at least a portion of the cost of renovation. In order to apply for the CDBG, the Town must have bid-ready documents and the cost of this is usually 10% of the cost of the project. Mr. Heller stressed that this would require a vote at the Annual Town Meeting and that the people that would benefit from this vote would need to be there and bring their friends and neighbors.

Mr. Allen said that North Brookfield, West Brookfield and Warren all have beautiful locations for their Centers and even have an employee. Both are important to make the program successful. The Selectmen asked the seniors to come back to the Selectmen with their ideas and to recruit people to help.

At 1:40 pm the Selectmen's meeting moved into their office so that the Council on Aging and the attending seniors could continue with their program.

2. POSSIBLE SNOW DAMAGE REPORT – ELEMENTARY SCHOOL

Mr. Daniel Durgin, Superintendent of the Tantasqua Regional School District reported that there were no classes at the school today because the Town's Building Inspector had found cracks in some of the classroom walls and declared the building closed until a Structural Engineer could properly evaluate the situation. Mr. Durgin had located a structural engineer who came to Brookfield this morning and, with the school's facilities manager, went through the building carefully. The engineer gave Mr. Durgin the okay to re-open the building tomorrow and will send a thorough report in writing. In the meantime, workers are clearing the heavy snow from the roof. Mr. Durgin noted that the School Committee meeting scheduled for tonight had been cancelled and will not be held this month. The teacher negotiations will be held tomorrow night. The Selectmen thanked Mr. Durgin for his attention to the matter and for his report to them. Everyone was greatly relieved that there was no serious damage to the school.

3. HURLEY MEMORIAL 5K RUN – 6/25/2011

Kerry Brenner and Chris Hurley attended the meeting to follow up on Krystal Brenner's written request asking the Selectmen to authorize the use of Town roads for the Stephanie Hurley Memorial 5K Walk and Run, scheduled to begin at 10:00 am on Saturday, June 25th. The race would leave the Rod & Gun Club, proceed along Webber Road to the back of Tantasqua, and return to the Rod & Gun Club. The request has already been approved by the Brookfield and Sturbridge Police Chiefs, Brookfield Rod & Gun Club and Michael Lucas, Principal of the Tantasqua High School. The purpose is to raise funds for the Stephanie Hurley Memorial Scholarship.

After the Selectmen were assured that the road would not be closed and that all of the neighbors affected would receive notice of the race, Mr. Heller entertained a motion to approve the request; Mr. Allen so moved; Mr. Heller seconded; so voted.

4. SUNDAY MORNING CLUB – 11TH ANNIVERSARY DINNER

The Sunday Morning Club, a group that meets every Sunday morning in the Town Hall, will be celebrating their eleventh anniversary on Sunday, February 20th and have invited all of the Selectmen to attend. Mr. Allen already had commitments but Mr. Heller said that he would attend. They have requested that the partition be taken down for this event and will work with William Thompson, Town Hall Custodian.

5. **REQUEST FOR EXTENSION ON CONSENT ORDER – MILL STREET BROWNFIELD PROJECT**

Mr. Allen moved to request the extension of the February 11, 2011 deadline to submit the Phase I assessment. Mr. Heller seconded; so voted. Mr. Heller will follow up.

6. **HAMPSHIRE POWER CONTRACT**

Mr. Heller and Mr. Allen compared price information from Constellation Energy and Hampshire Power. Mr. Allen moved to renew the contract with Hampshire Power and to authorize the Chairman to sign the contract; Mr. Heller seconded; so voted.

7. **PERFORMANCE REVIEWS**

Mr. Allen said that he wanted to discuss the reviews that he did with his assignees before he turned their reviews in. The matter will be on the next agenda.

8. **REPORTS/UPDATES:**

- Capital Improvement Planning Committee's first meeting: Passed over until Mr. O'Connell can give his report.
- Teacher Negotiations: Mr. Allen said that the first meeting is tomorrow night so there is nothing to report at this time.
- Town Hall Roof: Mr. Allen has a report from the consultant that he is reviewing and wants to make sure that Counsel has stepped out of the picture on a day-to-day basis.
- Town Hall ADA: The Board agreed that it would be better to discuss this next week when Mr. O'Connell is in attendance.
- Meeting with the Water Commissioners: The Commissioners prefer that the Selectmen come to their meeting so the Board agreed to request being on the Commissioner's March agenda. Some of the topics that the Board would like to discuss are: possibility of moving the Water Dept office to the Highway Barn; formalizing the relationship between the Supervisor and the Highway Dept.; extending water lines across the river. Mr. Allen said that the Selectmen in East Brookfield also serve as the town's Water Commissioners. The Board was curious how this works and asked the Administrative Assistant to look into it.
- Reports on Back Tax Collection: Mr. Heller said that the requested report from the Tax Collector was not ready for this meeting and may not be ready for another two weeks. The Treasurer's report was received.

9. **REVIEW TOWN HALL SEVERE WEATHER POLICY**

Mr. Heller said that he was reviewing this policy and expected to have a proposed change for the Board at their next meeting.

10. HIGHWAY DEPARTMENT'S SNOW REMOVAL GUIDELINES

The Highway Department's snow removal guidelines will be placed on the next agenda to give the Board time to review them. Mr. Allen noted said that the Town still has a problem with getting the word out in case of an emergency; Reverse 9-1-1 doesn't work to notify cell phone users. He said that this is another reason to put the "Senior Center" in the Town Hall.

New Business:

11. DISCUSS SENDING A REPRESENTATIVE TO SOLAR MEETING IN HOLLISTON

Mr. Heller reported that since Bill Scanlan had a draft RFP (Request for Proposal) for solar panels at the Transfer Station all completed and being reviewed by the DCR (Department of Conservation & Recreation) there was no need to attend the Holliston meeting. The drafted RFP would result in about 750 kilowatts of electricity being created at the Transfer Station. The cost of the project is about \$4,000,000 to the contractor who is awarded the project but there is no cost to the Town. The contractor will have a 20-year commitment. The expected schedule is: release the RFP for advertisement by 2/16/11; hold the pre-bid conference and site tour on 3/2/11; all questions must be received by 3/16/11 and bid opening on 3/30/11 and award of the contract by 5/31/11.

Correspondence:

12. LEGAL MEMORANDUM: SITEING SOLAR AND WIND ENERGY FACILITIES UNDE RTHE STATE ZONING ACT AND THE GREEN COMMUNITIES ACT

This document was acknowledged as received.

13. LETTER FROM BOARD OF HEALTH

The Board received a letter from the Board of Health stating that Title V decisions are made by them. The letter referred to a story that Mr. Leahy, Chairman of the Board of Health, had read in a newspaper about the meeting the Selectmen had with representatives of Wagon Wheel Park. The Administrative Assistant sent a copy of the Board's meeting minutes to Mr. Leahy so that he would know that Title V was not addressed in this conversation only as it would relate to the possibility of the Town helping Wagon Wheel acquire a grant that would help them comply with Title V regulations. No further action is necessary at this time.

Other:

14. STAM MEETING

Ms. Neylon reminded the Board that the Small Town Administrators of Massachusetts is holding a meeting this Thursday, February 9th and asked them if they wanted her to

attend. It was agreed that since the topic was Fiscal Year 2012 budgets, that she should attend.

15. USE OF CDBG PROGRAM INCOME FUNDS

Due to the recent heavy snow, part of a mobile home roof has given way causing the attention of the Building Inspector. Funding is needed for emergency repairs. The Administrative Assistant contacted Pioneer Valley Planning Commission (PVPC) who suggested that this funding may be granted but not until later in the spring. In the meantime and PVPC asked the Town to help using the Program Income Account if PVPC determines that the resident qualifies. Mr. Allen moved to approve the use of a maximum of \$1,500 from the Program Income Account as emergency funding; Mr. Heller seconded; so voted.

16. ANNOUNCEMENT

Mr. Allen stated that he was very proud of the members of the Highway Department and their associates for the excellent care that they have taken of Brookfield's road during all of the recent snow storms. He felt that Brookfield's roads are much better than other roads in the area. Mr. Heller heartily agreed and added that Brookfield was lucky to have experience no road closings or power outages in spite of the weather.

ADJOURNMENT:

At about 2:52 pm, Mr. Heller entertained a motion to enter into Executive Session citing (and reading aloud) Exemption six (to consider the purchase, exchange, lease or value of real property) and to return to open session only to adjourn; Mr. Allen so moved; Mr. Heller seconded; so voted with Mr. Allen voting aye and Mr. Heller voting aye.

As there was no further business before the Board, Mr. Allen moved to adjourn at about 3:00 pm; Mr. Heller seconded; so voted.

Respectfully submitted,

Donna L. Neylon, Administrative Assistant

Date approved by Board: _____