

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

MINUTES OF FEBRUARY 22, 2011

SPECIAL SESSION

Chairman Rudy Heller called the meeting to order at about 1:25 pm and led the group in the Pledge of Allegiance. Other members present: James Allen and Peter O'Connell.

Camera Operator: None
Press: Jennifer Grybowski
Public: None

Agenda Items:

1. AWARD CONTRACT FOR PRINTING OF ANNUAL TOWN REPORT

Three quotes for printing of 300 copies of the 2010 Annual Town Report were received within the specified time:

Name of Printer & Location	ATR with B&W Cover	ATR with Color Cover	Warrant Book B&W
Select Print Solutions (North Brookfield)	\$931.00	\$1071.00	\$441.00
Lane Printing & Advertising (Holbrook)	\$967.68	\$1142.68	\$350.40
Proforma Infinite Printing Solutions (Melrose)	\$1,920.00	None	\$595.00

The Board agreed that since this report was for the year 2010, the 350th Anniversary of the Quaboag Plantation that they would have a color cover. Different covers were discussed and a memo will be sent out asking for both appropriate cover photographs and suggestions of names of someone to dedicate the report to. The deadline for dedication suggestions will be March 1st and the deadline for cover photos will be March 15th.

Mr. Allen moved to award the contract for the printing of the 2010 Annual Town Report, with a color cover, to Select Print Solutions of North Brookfield with their quote of \$1071.00; Mr. O'Connell seconded; so voted.

2. SELECTMEN'S REPORT FOR THE ANNUAL TOWN REPORT

The Board reviewed the draft created by Mr. O'Connell, which included the Town Counsel's report of litigation for 2010. Mr. Allen moved to accept the report as presented; Mr. Heller seconded; so voted.

3. **TAX TITLE REPORT FROM TREASURER AND TAX COLLECTOR**

Mr. O'Connell reviewed the Treasurer's Tax Title report as given at the previous meeting and the tax receipts from the Tax Collector's monthly report. No new information was given but the Board has asked both the Treasurer and Tax Collector for a copy of their policy on tax title payment programs in time for Board review at the March 1st meeting and renewed its request for reports the Tax Collector (Tax Title report and a report from Municipal Management Association (MMA) about success in collecting delinquent taxes to date.

4. **SET DATE FOR 2011 ANNUAL TOWN MEETING**

Mr. O'Connell moved that (a) the Annual Town Meeting be held at 7:00 pm on June 10th at the Elementary School Cafeteria with the dates of June 13 and 17 as alternate dates in case the meeting should run over to another date, and (b) that the deadline for submission of articles for the warrant be May 10th at 1:00 pm; Mr. Allen seconded; so voted. It was noted that the dates may have to change if the school isn't available.

5. **CHAPTER 188 OF THE ACTS OF 2010 (AN ACT RELATIVE TO MUTUAL RELIEF)**

At the recommendation of both the Fire and Police Chiefs, Mr. O'Connell moved for the Town to "opt in" to Chapter 188 of the Acts of 2010 and to authorize the Administrative Assistant to work with the appropriate officials and send in the required form to Massachusetts Emergency Management Agency (MEMA); Mr. Allen seconded; so voted.

6. **REVIEW SEVERE WEATHER ATTENDANCE POLICY**

Mr. O'Connell presented a proposed change to "notification" and "payment policy" sections of the policy. The Board will review it and this will be on the March 1st agenda.

7. **SOLAR RFP (REQUEST FOR PROPOSALS)**

Mr. Heller announced that the Request for Proposals for solar panels at the Transfer Station on Quaboag Street was now complete but he wanted to take it before the Board of Health for their review before releasing the RFP. Ms. Neylon announced that she and Bill Scanlan, grant writer, had already placed the ad in the Worcester Telegram and the Central Register. After Mr. Heller called Mr. Scanlan, it was agreed to pull the ads and re-place them after Mr. Heller had reviewed the plans with the Board of Health.

The Board agreed that it will proceed with obtaining the necessary permits from boards in East Brookfield and from state agencies to place solar panels on Herbert Street town-owned land.

8. **PERFORMANCE REVIEWS**

This was passed over until the March 1st meeting.

9. **MEETING WITH THE WATER COMMISSIONERS**

The Water Commissioners will be meeting on Tuesday, March 8th and Mr. O'Connell will attend. The item was left on the agenda merely to remind Mr. Heller and Mr. Allen that they should give Mr. O'Connell their list of suggested topics.

10. **CAPITAL PLANNING**

The Selectmen acknowledged receipt of the three new forms that the new Capital Improvement Planning Committee (CIPC) had sent to all departments.

Other:

11. **SIGN BROWNFIELD – SECOND AMENDMENT - ADMINISTRATIVE CONSENT ORDER**

Mr. O'Connell moved to approve and sign the request for the Second amendment of the administrative consent order for the Mill Street Brownfield project as submitted by the Department of Environmental Protection; Mr. Allen seconded; so voted.

12. **TOWN COUNSEL'S REPORT FOR THE ANNUAL TOWN REPORT**

This document was acknowledged as received and was incorporated into the Selectmen's report. Counsel also wrote to let the Board know that she would be available for an evening meeting at no charge if they would like one. Since the date of the proposed meeting was during a time when only Mr. O'Connell would be available, it was agreed that he would contact Attorney Cantor and set up a time, place and agenda which would include such items as a discussion of the status of the land court procedures and an estimate of what would be needed for the Legal Expenses Account for fiscal year 2012.

13. **SAW MILL POND DAM REPORT EXTENSION**

Mr. Heller reported that he had requested the necessary extension of time.

Agenda Item

14. **REVIEW SELECTMEN'S BUDGETS**

This item was taken out of order and moved to the end of the meeting. The Board reviewed the budgets that are the responsibility of the Selectmen as prepared by Ms. Neylon. As requested, she had level-funded all items, including payroll, except those listed below:

	FY09 BUDGET	FY10 BUDGET	FY11 DEPT REQUEST	FY11 BUDGET	FY12 DEPT REQUEST	Amount of change
Municipal Clerk Wages				2,000	3,000	+1,000
Selectmen's Expenses	6,300	4,299	4,300	8,800	8,000	-800
Computer Acquisition				8,400	8,000	-400
Legal Services	50,000	65,000	50,000	67,751	50,000	-17,751
CMRPC	718	735	736	736	735.05	-.95
Town Hall Improvements	3,540	0	0	20,000	25,000	+5,000
Quaboag 350 th Plantation	0	0	0	5,000	0	-5,000
Municipal heating	44,766	24,348	45,000	28,500	?	?
General Insurance	113,876	117,800	125,000	111,298	121,000	+9,702
Total change						-8,249.95

There was some discussion of the budgets and Ms. Neylon will attempt to get an estimate of the cost of fuel for the next fiscal year and was asked to get request information to compile a salary comparison of area communities for various town officials. The above budgets will be reviewed by the board members individually and discussed at a future meeting.

ADJOURNMENT:

At about 4:15 pm, Mr. Allen moved to adjourn; Mr. O'Connell seconded; so voted.

Respectfully submitted,

Donna L. Neylon, Administrative Assistant

Date approved by Board: _____