

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

**MINUTES OF MARCH 22, 2011**

**SPECIAL SESSION**

Chairman Rudy Heller called the meeting to order at about 1:00 pm. Other members present: James Allen and Peter O'Connell.

**Camera Operator:** James Sniffen  
**Press:** Jennifer Grybowski  
**Public:** James Dunbar

*Agenda Items (In the same order as the posted agenda):*

**1. PUBLIC RECORDS REQUEST**

A complaint had been received from a town employee about reported rudeness to at least one of the Town's vendors by someone asking for copies of records. This is not a complaint against a public official but a private citizen.

Mr. Heller asked if the Board wanted to call an Executive Session and entertained the motion; Mr. Allen so moved; Mr. O'Connell seconded; so voted.

**2. SIGN POLICY RE: CAPITAL PURCHASES**

A policy, voted at the last meeting, was presented to the Board for their signatures. Since input had already been received from some department heads after reading about the policy in a local newspaper, Mr. Heller suggested that the Board ask all department heads for their opinion. This was agreed and the implementation of the policy was put on hold pending this input.

**3. TREASURER'S RESIGNATION**

Mr. James Dunbar's letter of resignation effective March 15<sup>th</sup> noting his last day as March 24 and his letter offering to serve as interim Treasurer were received. He offered his services at between three to five hours/week at \$25.00/hour.

Mr. O'Connell moved to accept with regret Mr. Dunbar's resignation from the Treasurer's position and send him a letter of appreciation for his 5 ½ years of service to the Town; Mr. Allen seconded; so voted. Mr. O'Connell pointed out that Mr. Dunbar had verbally given the Town a two week notice.

Mr. O'Connell moved to appoint Mr. Dunbar as interim Treasurer as per his written proposal at \$25/hour for approximately five weeks and that the Board petition the Advisory Committee for the funding of about \$1750 for interim Treasurer pay; Mr. Allen seconded; so voted.

Treasurer Screening Committee:

Notification had been received that the Moderator had appointed Michael Breuer, Arthur Jay, Kermit Eaton, and Trudy O'Connell to the Treasurer Screening Committee. Mr. O'Connell moved to appoint the Chairman of the Personnel Board, William Neault; the Chairman of the Advisory Committee, Gerald Johnson; and the Chairman of the Board of Selectmen, Rudy Heller, to complete this committee; Mr. Allen seconded; so voted.

Treasurer Screening Committee Charge:

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

Legal Ad for Treasurer:

Some minor changes were made to the draft legal ad and Mr. O'Connell moved to place the ad for next week's issue of the Quaboag Current with the final date for resume acceptance to be April 14; Mr. Allen seconded; so voted.

Job Description for Treasurer:

Mr. O'Connell moved to approve the job description as revised and forward it to the Personnel Board for their review, approval and grading; Mr. Allen seconded; so voted.

**4. RATIFY DECISION TO ALLOW FIRE DEPARTMENT TO USE SURPLUS CRUISER**

An e-mail from Fire Chief Peter Martell was received by the Chief Procurement Officer (CPO) asking for permission to use the surplus police cruiser for the Fire Academy training on March 22<sup>nd</sup>. The students would practice Jaws of Life procedures on the vehicle. He explained that he had difficulty locating a second vehicle for this class and knew that the cruiser was still on Town property. The CPO called Mr. Allen and Mr. O'Connell individually and received their approval.

Mr. O'Connell moved to ratify the use of the surplus cruiser by the Fire Department in an Academy Class; Mr. Allen seconded; so voted.

**5. REVIEW/APPROVAL OF CIPC FORMS**

Mr. Allen moved approval and submittal of the Selectmen's Capital Improvement Planning forms (CIPC); Mr. O'Connell seconded; so voted.

6. **BUDGET REVIEW/DISCUSSION**

Ms. Neylon's budgets that the Selectmen are responsible for were discussed some changes were agreed to. The Board discussed whether or not they should accept Town Counsel's offer of a \$55,000 flat rate for the year (excluding litigation and tax title). This draft will be forwarded to the Town Account for entry into the budget program.

Mr. Heller entertained a motion to approve all budgets submitted to the Board that were level-funded; Mr. Allen so moved; Mr. O'Connell seconded.

7. **REQUEST TO USE TOWN COUNSEL**

Mr. O'Connell moved to ratify the Chairman's decision to allow the Board of Health emergency use of Town Counsel; Mr. Allen seconded; so voted.

*Other:*

8. **SIGN CEMETERY DEED**

Mr. Allen moved to approve and sign the Cemetery Deed number 295 for Lot 74 Section A; Mr. O'Connell seconded; so voted.

9. **WAGE AUTHORIZATION FORMS**

Mr. O'Connell moved to approve the Wage Authorization Form for full-time Police Officer Jason White at \$18/hour; Mr. Allen seconded; so voted.

Mr. O'Connell moved to approve the Wage Authorization Form for full-time Police Sergeant Steven Pariseau at \$25/hour.

It was agreed to hold off on signing the Wage Authorization Form for the Clerk to the Zoning Board of Appeals until there was funding established.

10. **NEXT SELECTMEN'S MEETING**

Ms. Neylon pointed out that there no posting for March 29 and permission to hold this meeting had not been acquired for the Elementary School; she suggested that the Board hold their meeting the Town Hall. Mr. Allen moved to hold the next Selectmen's meeting in the Town Hall Banquet Room on Tuesday, March 29<sup>th</sup> and to begin at 6:30 pm; Mr. O'Connell seconded; so voted.

11. **TAX TITLE UPDATE**

Mr. O'Connell reported that he had drafted a letter to a taxpayer whose request was received while the Tax Collector was out on sick leave and this never made it to the Treasurer who should have taken the action. He suggested that the time for calculating interest, penalties and fees should stop at the date his letter was received by

the Town not the date that it was finally given to the Treasurer. The Board discussed the precedent of this. Mr. Allen moved to send the letter contingent upon the approval of Town Counsel and to charge the cost of this call to the Tax Title Account; Mr. O'Connell seconded; so voted.

**12. JUNIOR HIGH SCHOOL ROOF**

The Board agreed to invite Mr. Daniel Durgin, Tantasqua School Superintendent, to a future meeting, at his convenience to discuss the financing of the school roof.

**ADJOURNMENT:**

At about 4:00 pm, Mr. Allen moved to adjourn; Mr. O'Connell seconded; so voted.

Respectfully submitted,

Donna L. Neylon, Administrative Assistant

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