

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

MINUTES OF MAY 10, 2011

SPECIAL SESSION

Chairman Peter O'Connell called the meeting to order at about 9:00 am. Other members present: Rudy Heller and Stephen Comtois.

Camera Operator: Sharon Mahoney
Press: None
Public: Herbert Chaffee, Diane Crook, Philip Peirce

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

1. BUDGET REVIEW FYSCAL YEAR 2011

- **INTER-MUNICIPAL TRANSFERS**

The following Inter-Municipal Transfer requests were submitted to the Selectmen for their action:

- a) Mr. O'Connell entertained a motion to approve the Inter-Municipal Transfer of \$416 to the Board of Health Expense Account from the Transfer Station Expense Account; Mr. Heller so moved; Mr. Comtois seconded; so voted.
- b) Mr. O'Connell entertained a motion to approve the Inter-Municipal Transfer of \$678 to the Board of Health Expense Account from the Board of Health Wages Account; Mr. Heller so moved; Mr. Comtois seconded; so voted.
- c) Mr. O'Connell entertained a motion to approve the Inter-Municipal Transfer of \$1,750 to the Audit Account from the Town Hall Account; Mr. Heller so moved; Mr. Comtois seconded; so voted. This amount is for the state-mandated Tax Collector audit resulting from the change in Tax Collectors.

- **HEALTH INSURANCE & MEDICARE DEFICIT**

Mr. O'Connell said that there will be deficits in Health Insurance and Medicare, totaling about \$17,000 and this will need to be Special Town Meeting Articles. Also there will be a need for an article to transfer from the Police Part-Time Wages to the Police Full-Time Wages and an article relative to the Snow and Ice Account deficit.

- **MEMO TO DEPARTMENTS & COMMITTEES**

The Board agreed to have the Administrative Assistant send out an e-mail to the Department Heads requesting that they submit to the Board by May 25th, any expected balances or overages that they can expect for the current budget year and to exercise care in expenses and to defer what they can until FY 2012.

2. **BUDGET REVIEW AND MONEY ARTICLES FOR FISCAL YEAR 2012**

- HIGHWAY ACCOUNTS & ARTICLES

Mr. Chaffee, Highway Superintendent, attended the meeting to answer questions that the Board may have regarding his proposed budget and articles for the Annual Town Meeting Warrant.

From where does he take part-time wages? Depending upon the purpose, part-time wages from either Overtime/Other, Part-time/Office Clerk or from Snow & Ice.

The Board discussed the affect upon the Highway budget relative to the possibility of adding one full-time operator.

Mr. O'Connell entertained the motion to approve the Highway Department budget proposal to hire a second operator and change the Part-time/Office clerk line item down to 11,327; Mr. Heller so moved; Mr. Comtois seconded; so voted. This would represent a \$14/hour pay for the new, second operator.

- LINE ITEMS/ARTICLES NOT ALREADY VOTED

Mr. O'Connell entertained a motion to zero the Sidewalks Account and eliminate that line item in the budget; Mr. Heller so moved; Mr. Comtois seconded; so voted.

Mr. Heller moved to make the \$32,000 for Highway Construction, Reconstruction, Road Improvements & Sidewalks a line item, rather than an article; Mr. Comtois seconded for discussion purposes. After it was pointed out that if the funding was an article rather than a line item, it would "roll over" into the next budget year, Mr. Heller withdrew his motion; Mr. Comtois withdrew his second.

Mr. Heller moved to add \$1,000 to the \$32,000 for Highway Construction, Reconstruction, Road Improvements & Sidewalks article to include sidewalk reconstruction or other work related to sidewalks; Mr. Comtois seconded; so voted.

Mr. Heller moved to approve the inclusion of the "salt shed article" on the Annual Town meeting warrant in the amount of \$35,000; Mr. Comtois seconded; so voted. This amount will cover the removal of the old salt shed and the purchase and erection of a roof for the new salt shed, with the majority of the labor being done by the Highway Department staff. Mr. Chaffee said that there is a possibility of a Federal Grant that could help with these costs.

Mr. Chaffee stated that if the Town would vote to use from Chapter 90 money about \$51,000 for the Mack truck bed and make the first year payment installment on the sidewalk plow there would be about \$9,000 undesignated in the Chapter 90 money.

The Trench Box was discussed and quotes were received that gave the price of rented versus outright purchase. Mr. O'Connell entertained a motion to place all of the Highway articles on the Annual Town Meeting Warrant; Mr. Heller so moved; Mr. Comtois seconded; so voted.

Road Construction/Reconstruction \$33,000
Truck dump body \$28,000
Line Painting \$9,000
Trench Box: \$46,000
Tractor/loader \$68,000
Salt Shed Roof \$35,000
Snow Plow \$9,100

Vehicle Acquisition Account \$25,000 (included??)

Mr. Heller moved to remove the Trench Box article from the Annual Town Meeting agenda and move it to the Special Town Meeting Warrant; Mr. Comtois seconded; so voted.

The line painting article was discussed. Since the article only included painting center lines at \$7,500, it was agreed to increase this amount to \$9,100 so that fog lines can be included.

- MONEY ARTICLES/LINE ITEMS

Computer Acquisition: Mr. Heller moved to remove the line item of \$3,000 for Computer Acquisition and leave the article for this same purpose with the amount to be \$5,000; Mr. Comtois seconded; so voted.

Reserve Fund: It was agreed to leave the amount of money to be put into the Reserve Fund up to the Advisory Committee.

Auditor: Mr. Heller moved to approve and include the amount of \$14,000, confirmed by the auditor, for a regular audit, plus \$2,500 for an audit to help the new Treasurer; Mr. Comtois seconded; so voted.

Treasurer Salary: Mr. Heller moved to change the line item for the Treasurer Salary from \$31,000 to \$25,000; Mr. Comtois seconded; so voted.

Tax Collector Salary: Mr. Heller moved to change the line item for the Tax Collector Salary to \$25,000; Mr. Comtois seconded; so voted.

Planning Board Clerk pay of \$3,152 was not voted upon.

Zoning Board of Appeals Clerk Wages: Mr. Heller moved to approve the addition of the line item of \$400 for the Zoning Board of Appeals Clerk; Mr. Comtois seconded; so voted.

Town Hall Improvement: Mr. O'Connell stated a goal of going out to bid with an RFP (Request for Proposal) this summer relative to the Town Hall Roof and placing an article on the Fall Special Town Meeting Warrant for funding. About 100 tiles will need to be replaced, snow guards and a snow fence installed along with "slate catchers" to protect the entrance. The current estimate for this project is \$57,000. The cost to put the "catchers" around the entire building versus just over the entrance doors is about \$113,000. \$8,700 is included for administration and inspection.

Municipal Diesel Fuel: Mr. Comtois moved to approve the line item amount of \$20,000 for Municipal Diesel Fuel; Mr. Heller seconded; so voted.

There are various spelling errors in the budget that need to be corrected before publication.

Trench Inspector line item: It was agreed to find out from the Trench Inspector if this line item is needed or not and get an amount if it is needed.

Building Inspector Expense: Mr. Comtois moved to include \$100 as the Expense Account for the Building Inspector; Mr. Heller seconded; so voted.

Tree Warden: Mr. Comtois moved to include the amount of \$7,650 in the line item for the Tree Warden ; Mr. Heller seconded; so voted.

Shade Tree Account: Mr. Heller moved to include the amount of \$2,400 in the line item for the Shade Tree Account; Mr. Comtois seconded; so voted. Ms. Neylon was asked to check on the availability of the grant from the Department of Conservation and Recreation (DCR).

Cemetery Wages: Mr. O'Connell entertained a motion to approve the line item amount of \$15,000 for Cemetery Wages; Mr. Heller so moved; Mr. Comtois seconded; so voted.

Group Health Insurance: Mr. Heller moved to include the amount of \$364,400 in the line item for Group Health Insurance; Mr. Comtois seconded; so voted. It was noted that the Board should re-activate the Insurance Committee so that they can review options for health insurance coverage for current employees and for retired employees.

General Insurance: Mr. Heller moved to include \$115,000 in the line item for General Insurance; Mr. Comtois seconded; so voted.

Mr. O'Connell entertained a motion to approve the operating budget as approved today and forward the amended copy to the Advisory Committee; there was no vote on this at this time as the Board acknowledged the presence of Ms. Diane Crook. See #7 below for actions.

Library Renovations: The Library submitted a decrease in the amount that they requested from \$25,000 to \$17,500 as the Trustees will finance the difference.

Police Cruiser: The amount needed for the cruiser is \$27,097; \$5,534.38, received from the insurance company, will be transferred toward this purchase and will make up the difference.

Mr. O'Connell entertained a motion to on the warrant the three articles from the Police (\$26,930); \$3,000; \$20,000), three from the Water Department (\$45,000, \$4,500, \$20,000) and one from the Banister Common & Mall Committee (\$5,000); Mr. Heller so moved; Mr. Comtois seconded; so voted.

The Board discussed transferring from Free Cash into Stabilization the possible amount of about \$40,000 or into vehicle stabilization or to use the Free Cash to reduce the tax rate. No decision was made.

Mr. O'Connell entertained a motion to forward the Selectmen's recommendations to the Advisory Committee; Mr. Heller so moved; Mr. Comtois seconded; so voted.

- WAGE INCREASE

Mr. O'Connell said that the cost of a 2% Cost of Living (COLA) pay increase for the Town Officials would amount to \$20,215, according to his calculations and he suggested the Board recommend a 2% COLA; Mr. Comtois recommended 1% COLA. After some discussion, Mr. Heller moved to approve a 1 ½% COLA for Fiscal Year 2012; Mr. O'Connell seconded; so voted. *Steve, I didn't hear your vote on this. Was the vote unanimous?*

3. SET UP TREASURER INTERVIEWS

As it is believed that the Treasurer Screening Committee will conclude their interview process on May 11th and submit their recommendations of the finalists to the Selectmen this week, the Board agreed to meet at 6:00 pm on Monday, May 16th to conduct interviews at 6:00, 6:30 and 7:00 pm

4. **ASSESSOR VACANCY**

Chairman O'Connell said that the Board had received the written notice from the Board of Assessors indicating that they had a vacancy in their elected Board. Mr. Heller moved to acknowledge receipt of said notice; Mr. Comtois seconded; so voted.

It was agreed to post an announcement and schedule for filling this position at a Board of Selectmen's meeting. The successful applicant will be appointed jointly by the Board of Assessors and the Board of Selectmen for one year or until the next Annual Town Election, which ever comes first.

Mr. Heller moved to direct the Administrative Assistant to send out a press release announcing the opening and asking for resumes before May 24th; Mr. Comtois seconded; so voted. At this time, the Board intends to make the appointment at their May 24th posted meeting.

5. **BOTTLE BILL**

It was agreed to pass over this to the next agenda.

6. **DISCUSS SCHEDULING A DEPARTMENT HEAD MEETING AND A BUDGET HEARING INFORMATIONAL SESSION**

The Board agreed to hold a Department Head meeting and a public hearing to discuss the proposed budget and articles for the Annual Town Meeting on June 10th. The dates were established as:

Tuesday, May 17 at 9:00 am	Department Head Meeting
Wednesday, May 25 at 7:00 pm	Informational Public Hearing

Mr. O'Connell will work on recommendations of the articles for the Board's review and vote.

7. **ARTICLE DISCUSSION FOR ANNUAL TOWN MEETING**

During the line item budget above, Ms. Diane Crook, President of the Nanatomqua Mobile Park Association, came to the meeting and presented a letter expressing the appreciation of their association members but notifying the Board that they would not be requesting for help from the voters to assist in the funding of the relocation of their well. They have found a loan from their bank to be cheaper.

Solar By-Law Article: Mr. Heller said that he will check and see if would be okay to put on a fall Special Town Meeting Warrant.

Mr. O'Connell entertained a motion to not include the Solar By-Law on the June 10, 2011 Annual Town Meeting Warrant but to include it on the fall Special Town Meeting Warrant. *I do not have a notation of a vote taken on this motion.*

8. ZBA CLERK WAGE AUTHORIZATION FORM

Mr. O'Connell indicated that he would accept a motion to approve the Wage Authorization Form for the Clerk to the Zoning Board of Appeals at the rate of \$11.62 per hour, the same rate as the clerk to the Planning Board and the Conservation Commission; Mr. Comtois so moved; Mr. Heller seconded; so voted.

9. REQUEST FOR TRANSFER OF FUNDS – MUNICIPAL RELIEF TRANSFER

Mr. O'Connell entertained a motion to amend the Board's previously approved Reserve Fund request of \$2,000 to the Computer Maintenance Account to \$1,500 to reflect the actual invoice; Mr. Heller so moved; Mr. Comtois seconded; so voted. This request will be held until Mr. Heller has a chance to speak with Mr. Van Cott of Xibexa.

Other:

10. USE OF OVERLAY ACCOUNT

Mr. Philip Peirce, Chairman of the Board of Assessors, joined the meeting to say that they needed an article on both the Special and the Annual Town Meeting Warrants that would transfer funds to the Overlay Surplus Account. He will submit more detail.

He also briefly discussed the other two articles regarding abatements that the Assessors had previously requested be placed on the Annual Town Meeting Warrant.

The Board agreed to meet every other Tuesday night beginning on May 17th and to meet every other Tuesday morning at 9:00 am at least throughout the budget process beginning on May 24th.

ADJOURNMENT:

At 12:00 pm, Mr. Heller moved to enter into Executive Session citing (and reading aloud) exemptions three (discuss strategy regarding collective bargaining or litigation) and six (purchase, sale, etc. of real property) and to return to open session for the sole purpose to adjourn; Mr. Comtois seconded; so voted with Mr. Comtois voting aye; Mr. Heller voting aye and Mr. O'Connell voting aye.

At about 12:20 pm, Mr. Comtois moved to adjourn; Mr. Heller seconded; so voted.

Respectfully submitted,
Donna L. Neylon, Administrative Assistant

Date approved by Board: _____