

**Town of Brookfield  
Selectmen's Agenda  
Town Hall, Banquet Room  
Tuesday, August 2, 2011 - 6:30 pm**

Chairman Peter O'Connell called the meeting to order at 6:30 pm and led the group in the Pledge of Allegiance. Other members present: Rudy Heller and Stephen J. Comtois II.

**Camera Operator:** James Sniffen

**Press:** None

**Public:** None

*Note: The minutes of this meeting reflect the order or the printed agenda NOT the order of the actual meeting.*

**APPROVAL OF WARRANTS:**

Mr. O'Connell entertained a motion to approve the Expense Warrant as listed in the agenda; Mr. Heller so moved; Mr. Comtois seconded; so voted.

APPROVE EXPENSE WARRANT for 8/02/11: \$53,924.07

**APPROVAL OF SELECTMEN'S MINUTES:**

Mr. Heller moved to approve the minutes of June 7, June 10, June 28, July 6, July 12 and July 18 as amended; Mr. Comtois seconded; so voted.

**MONTHLY REPORTS & MINUTES OF OTHER DEPARTMENTS:**

Mr. Heller moved to acknowledge receipt of the below-listed monthly reports and minutes; Mr. Comtois seconded; so voted.

EMS: July, 2011

Fire: July, 2011

Recreation Committee: June 27th and July 18th

**ANNOUNCEMENTS:**

Mr. O'Connell read the announcements aloud.

**PUBLIC ACCESS** – due to new policy, this is now at the beginning of the meeting instead of at the end. No one present took advantage of this privilege.

*Agenda:*

1. **REVIEW/APPROVE CONSULTANT AGREEMENT FOR MUNICIPAL FACILITIES PLANNING COMMITTEE & PROGRESS REPORT FROM S. COMTOIS II**

Mr. Comtois reported that the Municipal Facilities Planning Committee (MFPC) held its first meeting last evening. They elected him their Chairman, Mr. Taft as Vice Chairman and William R. Simpson as their Treasurer. He explained that the committee doesn't believe that it needs a consultant at this point and wants to "save" the consultant services until later on in their research. They have agreed to meet at 6:00 pm on August 29<sup>th</sup> to tour the Town Hall, the Town Hall lot and the adjoining property currently known as 3, 5, & 7 Prouty Street and currently under agreement to purchase by the Town.

Mr. O'Connell said that he had researched "ex-officio" and learned that this is a member by virtue of another position and that an ex-officio member does have the right to vote; thus making this a committee of 9.

Mr. O'Connell entertained a motion to consider Mr. Scanlan as a resource rather than a member; Mr. Heller so moved; Mr. Comtois seconded; so voted.

Mr. O'Connell then entertained a motion to rescind the vote of July 12<sup>th</sup> and to make Mr. Comtois and Mr. Martell, as ex-officio, voting members; Mr. Heller so moved; Mr. Comtois seconded; so voted.

Mr. Scanlan's proposed contract was for six months and a charge of \$3,000. There is \$3,000 in the consultant account and \$11,000 in the Master Plan Implementation Account. It was agreed that Mr. Comtois would contact Mr. Scanlan and explain that his committee wants to hold off on the contract for now.

2. **REVIEW OF FINANCIAL TEAM MEETING OF MORNING OF AUGUST 2ND**

All attending this meeting agreed that they were encouraged by the positive attitude expressed by the department heads and by the considerable progress already made.

The DOR's report had suggested that the Town Accountant chair the Financial Team Meetings but the Town Accountant declined and the team chose to have their meetings chaired by a Selectman. Mr. O'Connell said that the Board should again consider whether or not they will keep the liaison program and how it will be divided up. Mr. Comtois moved to appoint Mr. O'Connell to head this group; Mr. Heller seconded; so voted.

Another topic was the date of the fall Special Town Meeting (STM). The dates of November 7 or November 14<sup>th</sup> were agreed upon and Ms. Neylon will work with

Michael Seery, Town Clerk and Donna Wentzell, Assessor to coordinate the actual date so as not to cause additional expense to the Town but keep within the schedule needed by the Assessors.

One other item was raised at this meeting that caused an agenda item to be moved from the August 16<sup>th</sup> meeting to this meeting and that was the request of the Tax Collector for a second computer. She had specifically asked for a laptop computer and a refurbished computer that fits her needs has been located for \$700. After some discussion of security and networking concerns, Mr. Heller moved to approve the purchase of a second computer for the Tax Collector with the maximum expense of \$800 with the condition that the computer would not leave the building; Mr. Comtois seconded; so voted.

It was noted that the Highway Department and the Treasurer have expressed a need for a new computer and that the Tax Collector and Zoning Enforcement Officer a need for monitors. Mr. Heller will work with Marlaine Burbank, Assessor, and with Lawrence Van Cott, computer technician, to come up with recommendations for the proper equipment and networking.

3. **REPORT OF HEALTH INSURANCE MEETING OF MORNING OF AUGUST 2ND**

Mr. O'Connell suggested deferring this discussion to the end of the meeting and discuss in Executive Session because of the aspect of negotiation with unions. All agreed.

4. **RIVER STREET (RTE 148) BRIDGE RECONSTRUCTION UPDATE INCLUDING SITE MEETING REPORT, DISCUSSION OF OWNERSHIP RESOLUTION OF ABUTTING PROPERTY, ETC**

There will be an important meeting at the site at 5:00 pm on Wednesday, August 3<sup>rd</sup>. Mr. Comtois will not be able to attend but the other Selectmen will be there. Mr. O'Connell said that he sees this meeting as a chance for explanation of the proposed design and that no decisions will be made. Mr. Heller said that the Board and Town must commit themselves to be expeditious in decision making.

Mr. O'Connell has sent a history of the abutting property locally known as "the Ellen Mundell property" to Town Counsel whose advice is needed as to the best and quickest way to gain title to the property. He entertained a motion to authorize the Treasurer to make this decision; Mr. Heller so moved; Mr. Comtois seconded; so voted. The State Department of Fisheries & Wildlife would develop this area as a boat ramp for canoes and kayaks, as it is currently used. Mr. O'Connell also stated that the Board should establish one of its members as a liaison to this project but no decision was made.

5. **PROPOSED FEEDBACK TO DHCD ON PROPOSED CHANGES IN THE CDBG PROGRAM GUIDELINES**

Mr. O'Connell's draft response was reviewed and Mr. Heller moved to send the letter as amended; Mr. Comtois seconded; so voted.

6. **SOLAR PROJECT: UPDATE – R. HELLER**

Mr. Heller reported that this committee has received and reviewed the proposal from EPG Solar; has sent its comments to EPG and has received EPG's return comments. The PPA has been sent to Town Counsel for review.

Mr. Heller will check with National Grid to see if we need to reserve space and will find out if we need to contact the EPA for permits or if we should touch base with our Federal and/or State representatives for support of this project.

7. **INTER-MUNICIPAL AGREEMENT ON PERSONNEL – REPORT BY R. HELLER**

Mr. Heller said that he had spoken with two of the four members of the Personnel Board about the Town signing on to this agreement; one member was enthusiastic and one was not in favor. He still has to poll the other two members and believes that the regional group of Selectmen will hold off a little longer waiting for Brookfield to reconsider.

8. **SAW MILL POND DAM UPDATE – R. HELLER**

Mr. Hughes of the Office of Dam Safety was in the area recently and contacted Mr. Heller who, with Herbert Chaffee, Highway Superintendent, met at the dam site. Mr. Heller said the meeting was "positive" and the Office of Dam Safety will do GIS measurements of the impoundment area. There is work that the Highway Department can and is qualified to do without permits. We have until the spring or summer of 2012 to complete this work. Mr. Heller reported that it was logical to charge the Highway Superintendent to carry out the Order of Conditions and that the Conservation Commission was also "on board" with this.

9. **RE-STATE MEETING SCHEDULE FOR AUGUST AND SEPTEMBER**

For the benefit of those who might attend August and September Selectmen's meeting, the following agenda was reviewed and confirmed:

All meetings are Tuesday evenings, beginning at 6:30 pm unless voted otherwise.

August 16	August 30
September 13	September 27

**10. APPOINTMENTS**

No appointments were made but the appointment list will be updated for review at the August 16<sup>th</sup> meeting.

**11. USE OF PUBLIC SAFETY BOAT BY OTHER MUNICIPALITIES**

Confirmation was received from a representative of the Jeppson Fund that the Town is allowed, under the conditions of the funding grant, to loan out the Public Safety Boat to neighboring communities for specific occasions and emergencies, so long as this is kept to a minimum. Ms. Neylon will notify the towns that belong to the regional Selectmen's group of this decision, of the insurance requirements, and that they must contact the Police and Fire Chiefs for permission.

**12. INVITATION TO MASS REMEMBERS – VOICES OF HOPE (9/11/11)**

Chairman O'Connell read the invitation aloud to ceremonies to be held in the City of Worcester in recognition of the 10<sup>th</sup> anniversary of the bombings of September 11, 2001 in New York City, Washington, DC and in Pennsylvania. This invitation will be extended to the residents of Brookfield via e-mail, Facebook and the local television channel.

**13. SUPPORT OF SCRATCH TICKET BILL**

Mr. Heller presented the letter that he was authorized at the last meeting to draft to send to the Town of Oxford's Selectmen in support of this bill. Mr. O'Connell signed the letter in preparation for mailing.

**14. OTHER *These are items that were not included on the posted agenda.***

Perambulation of Town Boundaries: Ms. Neylon told the Selectmen that she recently read a story in the newspaper of an area community that was walking their boundaries and asked the Board if they wanted to consider this. It was agreed that she would research this and add it to the agenda for the August 16<sup>th</sup> meeting.

**ADJOURNMENT:**

At 7:55 pm Chairman Peter O'Connell entertained a motion to enter into Executive Session citing Exemption #3 (collective bargaining, contract negotiations) and to return to open session immediately thereafter solely for the purpose of adjournment; Mr. Heller so moved; Mr. Comtois seconded; so voted with Mr. Comtois voting aye; Mr. Heller voting aye; Mr. O'Connell voting aye.

Respectfully submitted,  
Donna L. Neylon, Administrative Assistant

Approved: \_\_\_\_\_