

**Town of Brookfield
Selectmen's Meeting
Town Hall, Banquet Room
Tuesday, October 11, 2011**

Mr. 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: Sharon Mahoney
Press: Jennifer Grybowski, Karen Trainor
Public: Keith Karrmann, Timothy Deschamps, Timothy McGlinchy, Christopher Dunphy, Barbara Clancy, Herbert Chaffee II, William Scanlan, Donald Taft, Barbara Wilson, John David Holdcraft

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

APPROVAL OF WARRANTS:

Mr. Heller moved to ratify the Payroll Warrant for 9/27/11 in the amount of \$186,311.03; Mr. Comtois seconded; so voted.

Mr. Heller moved to approve the Expense Warrant for 10/5/11 in the amount of \$55,898.29; Mr. Comtois seconded; so voted.

APPROVAL OF SELECTMEN'S MINUTES:

Mr. Comtois moved to approve the minutes of 9/27/2011; Mr. Heller seconded; so voted. The minutes of 10/5; 10/6 were deferred to the October 25th meeting of the Board.

MONTHLY REPORTS & MINUTES OF OTHER DEPARTMENTS:

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

EMS: Sept. 2011	Fire: Sept 2011
Town Hall Custodian: Sept 2011	Planning Board: 2/2/2011
CIPC: 3/24/11; 5/19/11; 7/21/11; 8/25/11	

ANNOUNCEMENTS:

Announcements were read by Chairman O'Connell and they included a reminder of the November 18th Special Town Meeting. Mr. Heller volunteered to send a letter of commendation to all involved in the highly successful Apple Country Fair that was held last Saturday, October 8th.

Public Access Period:

John David Holdcraft told the Board that he was not in favor of regionalization of town equipment (specifically Highway equipment) and he was not in favor of the regionalization of the Police Department. He said that he does like "the housing part of regionalization" though.

Agenda:

1. 6:40 MOSQUITO CONTROL – R. HELLER & TIMOTHY D. DESCHAMPS, EXECUTIVE DIRECTOR CENTRAL MASS. MOSQUITO CONTROL PROJECT

Mr. Timothy Deschamps and Mr. Timothy McGlinchy, from the state agency out of Northborough were present to explain the volunteer mosquito control program. Some of the points brought up were:

- They identify larva in area wetlands and apply a natural product to eliminate the larvae;
- They use an adulticide spray from Memorial Day to Labor Day;
- Spraying is done at the resident's request;
- They identify drainage areas with stagnant water and restore the historical flow pattern;
- Conduct a surveillance program;
- Conduct a public education program;
- Conduct a source reduction program (collect used tires, etc.)
- Residents must register to be excluded from the program through the Town Clerk but the program accepts registrations throughout the year;
- The spray is truck-mounted or hand-held and is pet and human safe;
- Spraying is done once a week during the summer and after sunset;
- Cost of \$35,000 for Brookfield is deducted from the Cherry Sheet;
- Program (and Cherry Sheet deductions) will continue from the time it is voted by the voters to the time that the voters vote to discontinue it.

The Board thanked Mr. Deschamps and Mr. McGlinchy for attending the meeting.

2. 7:15 CDBG – PUBLIC HEARING ON GRANT APPLICATION

Mr. O'Connell opened the Hearing at 7:15 pm and turned the Hearing over to Mr. William Scanlan (Brookfield's Grant Writer) who explained that the purpose of this Hearing was to discuss the CDS (Community Development Strategy) document developed by the CDBG AC (Community Development Block Grant Advisory Committee) and approved by the Board of Selectmen last year. The document needs to be submitted with every CDBG application but is only mandated to be revised every three years. This year, the CDBG AC is not submitting an individual grant and a regional grant but voted to only submit the regional grant through Pioneer Valley Planning Commission with the lead town of Ware and with Hardwick and Warren.

Mr. Scanlan explained that the development of the CDS is a good exercise to develop the Town's needs and priorities and that a CDBG application should be for a true community need.

The application being filed with Ware, Hardwick and Warren is for housing rehabilitation, adult learning and possibly the support services that often enhance the objectives of the adult learning. These are listed as priorities on the CDS.

Mr. Scanlan reviewed the priorities listed in the CDS and explained that some of the priorities had been accomplished and should be removed such as “finalize the Master Plan”. He then turned the meeting over to Mr. Dunphy of Pioneer Valley Planning Commission who explained that even though Brookfield had achieved the highest possible scoring in its last grant application, written by Mr. Scanlan, it did not receive grant funding. Brookfield’s Community-Wide Needs score of 26 makes it difficult for the town to be competitive as a single community. However, the score has less impact when averaged in with Ware, Warren and Hardwick as part of a regional application.

Mr. Dunphy said that Brookfield had been part of the regional grant application with Ware, Hardwick and Warren for over ten years during which time an average of approximately five housing units per year have been rehabilitated. Adult learning services are also a big part of this grant application with classes being held in Ware and at Quaboag Regional School. Classes include GED and transitional assistance to the work force or higher education. Various support services such as transportation, child care, etc. that may be needed for adults to take classes may become part of the regional application as well.

Donna Neylon, a member of Brookfield’s CDBG AC, said that the committee had voted unanimously to approve this regional grant application.

Mr. Scanlan volunteered to make the necessary revisions and submit them to the Administrative Assistant for the review and endorsement of the CDBG AC and the Board of Selectmen.

The Hearing was officially closed at 7:40 pm but discussion continued. Mr. Dunphy asked to Board to consider a grant application with Ware for next year instead of a single application since it is difficult for Brookfield to score well on our own since the rules changes seem to give priority to regional applications.

He also announced that PVPC is getting ready to launch the new rehabilitation program for the current fiscal year for housing projects such as roofs, siding, windows, de-leading, etc. Persons who would like to apply should contact him at his office or call the Brookfield Selectmen’s office for contact information.

The Selectmen thanked both Mr. Scanlan and Mr. Dunphy for attending the meeting and for their assistance on these grant applications.

3. **7:30 BEMA DIRECTOR KEITH KARRMANN – BLACKBOARD CONNECT**

Mr. Keith Karmann, Brookfield's Emergency Management Director (BEMA), was present to explain a program called "Blackboard Connect". Mr. Karmann had submitted an article asking for \$3,600 to be included on the November 18, 2011 Special Town Meeting Warrant to fund this program. He explained that about one half of the towns in the Commonwealth are either using or investigating this program. It is much easier to use than the Sheriff's Reverse 9-1-1- program and each household would have three phone numbers, four e-mail addresses and one text address that messages could be sent to. The program could be used to alert residents of both small and large events in Town such as the Annual Town Meeting, Special Town Meetings, a road being temporarily closed, etc.

Mr. Karmann will check to see if this could be part of a regional agreement, thus possibly reducing Brookfield's costs. He explained that he researched the 4-tower system but this would cost about \$100,000 and would have to be built. Only those individuals within hearing distance of the towers would receive the warning. The Blackboard Connect program would send a clear message with explanation directly to family members whether they are in Brookfield or out of state and the cost is substantially less. This program can also be modified to send a message to a particular group, i.e. residents in the area of a road closing. There is also no maintenance to the Blackboard Connect program whereas the 4-towers would have to be maintained. Residents may also choose to "opt out" of receiving the message or, if they have unlisted telephone numbers, may chose to "opt in".

The Selectmen agreed that this should be presented to the voters at the November Special Town Meeting but that a policy would need to be developed for its usage.

4. **SPECIAL TOWN MEETING ARTICLE REVIEW**

The below numbered list of proposed articles were received and the action taken by the Board follows. Highway Superintendent, Herb Chaffee, was present to explain his article requests.

1. BEMA storm notification – Include (\$3,600)
2. By-law changes/By-law committee – Removed; the By-Law Committee was not ready to include anything at this time.
3. CDBG-R Granite – Removed; Mr. O'Connell said that the Town Accountant told him this could wait until spring to be handled at Town Meeting.
4. Change in health insurance co-Pays – Removed; doesn't need to be a Town Meeting vote.
5. Community Preservation Act – Removed.
6. Cooley Hill Property sale - Include
7. Dissolve OSRC/MP committee – Include

8. GIS mapping from assessors – Include
9. Hampshire COG – Include
10. Mosquito control – Include (\$35,000)
11. No health insurance to p/t employees – Removed
12. Police contract/budget changes – Removed. Mr. O’Connell reported Town Counsel’s opinion is that the vote of the Selectmen takes precedent over the by-law. After some discussion, Mr. Heller agreed to contact Attorney Jack Dolan of K&P for his opinion.
13. Police Department sign – Include (\$625)
14. Roof at fire station – Include. Mr. Chaffee who is also the Deputy Fire Chief said that the roof is leaking with water “running down the north wall”. Mr. Comtois wants to have a roofing party and put on asphalt shingles. The Fire Chief wants a metal roof. Mr. Comtois will talk with the Fire Chief.
- 15A Snow & Ice Coverage – transfer from other accounts - Include
- 15B Snow & ice coverage – transfers from Stabilization – Include
16. Tantasqua By-Law Change – Include
17. Town hall roof – Include. Specification sheet from Susan Knack-Brown indicates the Option 1 will cost about \$49,200 and Option 2 will cost about \$118,000.
18. Treasurer by-law change – Removed; this was already attended to at the June 2011 Town Meeting.
19. Tree removal and trimming/hazardous trees – Include (\$17,000); probably does not include every tree that is dead at this time.
20. Wagon Wheel - Removed; they are working with the Board of Health and they expect to be ready in the spring of 2012.
21. Prouty Street Properties - Include
22. Rename or combine budget lines – Removed because changes do not need to be voted upon.
23. CIPC by-law change to make this a standing committee - Include
24. Highway Dept. for work at Saw Mill Pond – Include (\$10,000 for first phase only).
25. Police Photocopier – Include (\$4,716.96). The police will be asked to get other prices to compare and consider a lease-to-buy program.
26. Adjustment in Police Overtime – Removed because of a lack of information at this time.
27. Highway Overtime/Other – Include (to be used for the Saw Mill Pond repair project)
28. Board of Health Clerk Expense – Include (\$1,000). Mr. O’Connell will get more information from the Board of Health.
29. Board of Health Transfer Station Expense – Include (Transfer of \$1600) Mr. O’Connell will get more information from the Board of Health.
30. Highway: Dunn Brook bridge repairs – Include; work must be done per State mandate as soon as possible at a cost of (probably between \$5,000 and \$7,000. Highway Superintendent is waiting for specifications from the State.

31. Highway: Late Water Bill – Include (\$115).
32. ZBA Clerk Salary Account – Include (\$350) Mr. O’Connell will get more information from the ZBA.
33. Treasurer Pay increase – Removed (\$3,538). Mr. Heller moved to include this article; there was no second so there was no vote.
34. Reinstate Treasurer Clerk hours – (\$4,810) Mr. Heller moved to include this article; Mr. O’Connell seconded; vote was defeated with Mr. Heller voting for the motion and Mr. O’Connell and Mr. Comtois voting against the motion. Mr. O’Connell will get more information from the Treasurer.

Note: All articles included at this meeting were so voted by motion of Mr. Heller and second of Mr. Comtois.

Ms. Neylon asked the Board to reconsider holding the Special Town Meeting at the Town Hall. She will check the approved capacity and this will be brought up at the Board’s next meeting.

At this time, Mr. Heller moved to hold a special meeting on Tuesday, October 18th at 9:00 am to discuss the articles on the warrant and make the Board’s recommendations; Mr. Comtois seconded; so voted.

5. COMPUTER & ANTI-VIRUS PROGRAM PURCHASES

Mr. Heller explained that the Town does not have a town-wide (municipal) anti-virus and each department uses free programs. There have not been any viruses yet but having a virus hit just one computer could be catastrophic. He asked the Board to consider the approval of \$1300 from the Computer Maintenance Account for a program that would cover 25 computers for three years, installation and maintenance of this program. Mr. Comtois said he was not in favor of this. Mr. Heller will return to his ad hoc group to get their recommendations.

6. REQUEST OF HISTORICAL COMMISSION FOR USE OF 7 PROUTY STREET

A request was received from Ron Couture, Chairman of the Historical Commission, to consider moving their work space to 7 Prouty Street. It was agreed that this space would be a better environment for their records. The Commission would not meet there as they meet at Elm Hill Farm which is handicapped accessible.

Mr. Comtois reported having spoken with someone from the ADA office in Boston (Americans with Disability Act) and someone from the Architectural Access Board (AAB). He was told that he can file an affidavit with the building inspector and lock the bathroom, leaving the bathroom only accessible to employees. This could make the building usable. The width of certain doorways

is an issue and light switches need to be moved. Mr. Comtois agreed to ask the AAB for the variance.

7. MILL STREET BROWNFIELD AMENDED CONSENT ORDER

The Fourth Amended Consent Order was received from Mr. Mark Baldi at the DEP (Department of Environmental Protection) for the Mill Street Brownfield Project. Mr. O'Connell entertained a motion for the Board to approve the amended Consent Order and to sign it; Mr. Heller so moved; Mr. Comtois seconded; so voted.

8. REPORT/REVIEW OF JOINT MEETING WITH ADVISORY COMMITTEE & TOWN ACCOUNTANT

Mr. O'Connell met on October 4th with Betty Benoit, Town Account and Gerald Johnson, Chairman of the Advisory Committee to review the Selectmen's proposals that would be presented at the joint meeting between the Selectmen and the Advisory Committee (AC) on the evening of October 6, 2011.

Results of the joint meeting:

- The AC was not in favor of adding \$500 to the budget for the spread sheet administrator (making a total of \$1500 to be paid for this service) and a member of the AC would administer the budget spread sheet;
- The format of the spread sheet was agreed upon;
- Data on funding sources to be in a hard copy format (not on the spread sheet);
- The budget request would be sent to departments on or before November 17th;
- Budgets will be received by January 5, 2012;
- The next stage would be budget reviews, to be completed by March 29;
- Budget Warrant Book to the printer by April 15th;
- Roles of the two Boards were reviewed and agreed upon.

9. REVIEW OF THE OPEN SPACE, RECREATION AND MASTER PLAN

Due to the lateness of the meeting, this was deferred to the next meeting.

10. REQUEST RE USING METAL DETECTOR ON TOWN PROPERTY

Mr. Heller moved to deny the request of a private resident to use a metal detector on 3, 5, or 7 Prouty Street; Mr. Comtois seconded; so voted. Ms. Neylon will contact the applicant.

11. REPORT – TOWN HALL CLOCK – R. HELLER

Mr. Heller reported that before he could contact Mr. Neilson to have the motor taken to one of the local trade schools, Mr. Neilson had taken it to Bigelow and the motor was due to be returned today; he had also purchased the uninterrupted

power supply mentioned at the last meeting. Mr. Nielson had also spent a good part of Saturday, October 8th cleaning the bell/clock tower area. The clock and bell should be operational within the next two weeks.

12. RESIGNATIONS/APPOINTMENTS: HISTORICAL COMMISSION; PERSONNEL BOARD

Historical Commission: Mr. O'Connell said that the Historical Commission had experienced three resignations recently all due to relocation by the members. This leaves them with only three members on a seven member commission. A plea for membership has been sent out via the internet and Facebook.

Personnel Board: Mr. Philip Peirce has resigned as a member of the Personnel Board and Mr. William Neault has resigned as Chairman of the Board but not as a member. This leaves the Board with only three members on a seven person Board. The Selectmen may act as the Personnel Board and had for many years. At this time, there was no action on whether or not to disband the Board, so new members are welcome. Mr. Heller moved to send a letter of appreciation to Mr. Peirce for his many years of service to the Town on the Personnel Board; Mr. Comtois seconded; so voted. Mr. O'Connell volunteered to write the letter.

13. SIGN SALT CONTRACTS

Mr. O'Connell entertained a motion to authorize the Chairman to sign the contracts; Mr. Comtois so moved; Mr. Heller seconded; so voted.

14. REQUEST FOR USE OF TOWN COUNSEL – PLANNING BOARD

Mr. O'Connell entertained a motion to approve the request of the Planning Board to consult with Town Counsel; Mr. Heller so moved; Mr. Comtois seconded; so voted.

Correspondence:

15. CHARTER COMMUNICATION – ANNUAL RATE JUSTIFICATION FILING FOR 2012

This document is on file for anyone interested.

Other:

16. MUNICIPAL CABINET MEETING WITH LT. GOVERNOR TIM MURRAY

Mr. Heller volunteered to attend this morning meeting that will be held on October 20th in the Town of Barre.

17. REGIONAL SELECTMEN'S MEETING

This meeting is scheduled for the evening of October 20th and Mr. Heller will attend this meeting as well.

18. INVITATION TO ATTEND BLANCHARD MEANS FOUNDATION ANNUAL EVENT

Mr. O'Connell felt it was important that a member of the Board attend this event but said that he was not available. Mr. Heller was not available either. Mr. Comtois will check his calendar and will try to attend.

Mr. Heller moved to pay Mr. Comtois' \$100 ticket fee from the Selectmen's Expense Account; Mr. O'Connell seconded; so voted.

19. REPAIRS TO THE GAZEBO

Mr. Heller noted that there were some repairs to the Gazebo's balustrades that needed to be made. The cause of the damage was not know if it was simply "old age" or if there had been vandalism. Mr. Comtois agreed to look at the damage and attempt a repair.

The Selectmen agreed to add an Executive Session(s) to discuss collective bargaining at the special meeting set for Tuesday, October 18th.

At 10:13 pm Mr. O'Connell entertained a motion to adjourn the meeting; Mr. Heller so moved; Mr. Comtois seconded; so voted.

Respectfully submitted,

Donna L. Neylon, Administrative Assistant

Approved: _____