

**Town of Brookfield  
Board of Selectmen - Special Meeting  
Town Hall, Selectmen's Office  
Tuesday, October 18, 2011 – 8:30 am**

Members present: Peter O'Connell, Rudy Heller and Stephen Comtois.

Chairman Peter O'Connell called the meeting to order at 8:32 am..

**Camera Operator:** None

**Press:** None

**Public:** Police Chief Michael Blanchard, Donald Taft, John David Holdcraft, Rose Carrier

**1. DISCUSSION OF SPECIAL TOWN MEETING ARTICLES:**

Police Articles: Photocopier , Replacement sign; Overtime: Chief Blanchard attended the meeting to answer any questions that the Board may have about these three articles submitted for the November 18, 2011 Special Town Meeting Warrant. Even though he is still researching a lease-to-own option but believes that the total cost would be about the same and is also looking for a lesser priced machine and at a refurbished one, he requested the Selectmen plan on the higher amount (about \$4,800). There is one quote for replacement of the sign on the lawn of the Police Department in hand and the Chief is trying to get a second quote. The insides of the current sign are rotten. These two articles are currently on the warrant but the article to replace overtime (\$2,241) that was accidently not included in his budget is not. The Chief argued that when the error was noticed at Town Meeting, he was told this would be corrected at the next Special Town Meeting. He felt that holding off on taking this request to the voters would make it look like he had under budgeted. The Selectmen prefer to put this on a spring Special Town Meeting warrant after Free Cash is certified.

Town Hall Roof: Donald Taft, a member of the Municipal Facilities Planning Committee, attended the meeting to advise the Board that he had been researching the snow fence and guards on the Town Hall roof . He said that there are already snow fence and guards on part of the roof and everyone agreed that snow fence over the front door is necessary. He suggested re-routing downspouts along the front of the building to the drains. Where to discharge a gutter on the back corner (ramp side) and the back was discussed. Mr. Taft will again review the specifications and come back to the Board with his recommendations.

Mosquito Control: Correspondence was received that the Board of Health is not in favor of this article. Mr. Heller has not yet received the actual figures needed for this article. The Board agreed to leave this article on for now but to give no recommendation at this time.

Articles to be funded:

Mr. O'Connell said that \$12,000 could be transferred from the Mill Street Brownfield Account and \$3,000 from the Retirement Account. One of the Board of Health articles includes a transfer of funds from one Board of Health account to another and there is \$10,000 in the Town Hall roof account that could be used for the roof.

Snow & Ice: Chairman O'Connell proposed funding the Snow and Ice deficit from Stabilization and return that same amount to Stabilization once the Free Cash is certified.

Town Hall Roof/Fire Department Roof: He further suggested that the Town Hall roof and the Fire Department roof be funding from a USDA loan at a 3.75% interest rate up to 40 years as this would spread out the cost and preserve the Stabilization Fund.

Mr. Comtois wanted to approach Tantasqua Regional School District to find out what their availability and costs would be for them to re-roof the Fire Department. Will get figures for preferred alternatives from the Fire Chief. Mr. Comtois also said that wanted to defer the Town Hall roof vote to the next Special or the Annual Town Meeting.

Mr. O'Connell entertained a motion to exclude the Town Hall Roof from this STM Warrant; Mr. Comtois so moved; Mr. Heller seconded for discussion purposes. After some discussion, this was so voted. Decisions on an inspection and safety fencing to be a separate discussion.

Zoning Board of Appeals Clerk Salary: They are asking for an additional \$350 to add to their \$375 voted at the Annual Town Meeting. After some discussion, Mr. Heller moved to include the article; Mr. O'Connell seconded; so voted with Mr. Comtois voting against the motion.

Board of Health Transfer: As stated above, this is an internal transfer. It was noted that there has been a change in supervision and staffing at the Transfer Station. Mr. Comtois moved to include this article; Mr. Heller seconded; so voted.

Reinstate Treasurer Clerk Hours:

Mr. O'Connell stated that he was in favor of this article as the Treasurer has a major workload and additional responsibilities (such as being the lead person with the Human Resource policies and the plan redesign of health insurance) and needs the extra help. Mr. Comtois was in favor of addressing this matter at the next STM. Mr. Heller said that doing so would cut the hours of the Treasurer's clerk to only 8 for one clerk and 9 for the other instead of 16 and 9 and this would greatly handicap the Treasurer. Mr. Heller moved to include the article to reinstate the Treasurer's Clerk hours; Mr. O'Connell seconded; so voted with Mr. Comtois voting against.

Unemployment Insurance:

The Town has one unemployment claim that the Treasurer is appealing and it is understood that \$22,4000 will be needed to pay this claim if the Town should lose the appeal. The Town has about \$20,000 set aside. Mr. Comtois was in favor of taking a "wait and see" approach and not set money aside; he suggested holding a Special Town

Meeting or asking for Reserve Funds. Mr. O'Connell explained that, if the Town loses the appeal, the entire amount must be paid within 30 days; there is not time to schedule and hold a STM and that Reserve Funds are for "unanticipated" expenses. Mr. Heller moved to include this additional article on the November 18<sup>th</sup> STM; Mr. O'Connell seconded; so voted with Mr. Comtois opposed. Mr. O'Connell asked Mr. Comtois if he would be in favor of this article if the Advisory Committee was not in favor of funding the balance from the Reserve Fund and Mr. Comtois said he would. Mr. Heller will speak with Attorney Dolan and ask him to intercede with the Unemployment Insurance office on the Town's behalf.

Recommendations:

Mr. Comtois moved and Mr. Heller seconded that the Board of Selectmen unanimously recommends the following articles; so voted.

- 1 - 4 (Tantasqua By-Law; CIPC By-Law; Dissolve Master Plan Committee; Cooley Hill Property Sale; )
- 5 & 6 (Hampshire COG; Snow & Ice Deficit),
- 9 through 11 (GIS Mapping – Assessors; BEMA Storm Notification; Tree Removal; Late Highway Water Bill),
- 12 & 13 (Saw Mill Pond Dam Materials; Saw Mill Pond Dam Labor);
- 17 & 18 (Police Department Signage; Police Fax/Copier – with stipulation);
- 20 (Board of Health Transfer Station);
- 22 (Prouty Street Properties Account)

No recommendations were made on the following articles:

- 7 (Mosquito Control);
- 14 (Highway – Dunn Brook Bridge Repairs);
- 16 (Fire Station Roof)
- 19 (Board of Health Expense Account);

Recommendations on the following articles were 2:1 with Mr. Comtois voting against:

- 8 (GIS Mapping/Assessors);
- 15 (Reinstate Treasurer Clerk Hours);
- 21 (ZBA Clerk Salary)
- 23 (Transfer to Unemployment Account)

Possible Articles to be added or returned to the Warrant include one to take land by eminent domain (relative to the Route 148 River Bridge reconstruction and Police Overtime.

Location:

Mr. Comtois moved to hold the Special Town Meeting at the Elementary School; Mr. Heller seconded; so voted.

**2. USE OF TOWN COUNSEL:**

A request had been received from the Conservation Commission for permission to consult with Town Counsel. Mr. Heller moved to approve the request; Mr. Comtois seconded; so voted.

**3. APPOINTMENT – HISTORICAL COMMISSION:**

Ms. Kris Casucci submitted a letter of intent to be appointed to the Historical Commission and a note was received from Ron Couture, Chairman of the Commission endorsing her appointment. Mr. Comtois moved to appoint Kris Casucci to the Historical Commission with a term to expire on June 30, 2013; Mr. Heller seconded; so voted.

**4. COUNCIL ON AGING GRANT CONTRACT**

The annual contract from the Executive Office of Elder Affairs for funding for the Council on Aging was received. Mr. Heller moved to authorize the Chairman to sign the contract; Mr. Comtois seconded; so voted.

**ADJOURNMENT:**

At 10:20 am, Mr. O'Connell entertained a motion to enter into Executive Session citing (and reading aloud) three (collective bargaining) and to return to open session for the sole purpose to adjourn; Mr. Heller so moved; Mr. Comtois seconded; so voted with Mr. Comtois voting aye; Mr. Heller voting aye; and Mr. O'Connell voting aye.

Mr. Comtois moved to adjourn at 11:16 pm; Mr. Heller seconded; so voted.

Respectfully submitted

Donna L. Neylon, Administrative Assistant

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