

**Town of Brookfield
Selectmen's Meeting
Elementary School, Teacher's Dining Room
Tuesday, November 8, 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: James Sniffen
Press: Jennifer Grybowski, Karen Trainor
Public: Donald Taft, Barbara Wilson, John David Holdcraft, Sheila Frangiamore, Timothy Simon, Ronald Couture, Brian Plumb, Jerry Minor-Gordon, David Foss

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 11/01/11 in the amount of \$126,970.10; Mr. Comtois seconded; so voted.

APPROVAL OF SELECTMEN'S MINUTES:

The approval of the minutes was passed over until the November 22, 2011 meeting.

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.

Fire Dept.: October 2011
Municipal Facilities Planning Committee: 10/17/11

EMS Dept.: October 2011

ANNOUNCEMENTS:

Announcements were read by Chairman O'Connell and they included a reminder of the November 18th Special Town Meeting. The Board commended everyone who helped the Town to recover from the October 29th blizzard that resulted in major tree damage, power lines down and the majority of the town being without power for about a week. They especially thanked the Highway, Police, Fire, EMS, and BEMA officials and the residents who helped to clear streets and sidewalks in their own area.

Public Access Period:

John David Holdcraft thanked his neighbors and residents on Allen Road who helped to clear the road for through traffic. He also mentioned that November 11th was Veteran's Day, that his father had served in the Military and that the "Selectmen should appreciate the residents who attend meetings and not put them down" and they should not "take away freedom of speech at the Selectmen's meetings and the Advisory Committee meetings".

Mr. O'Connell thanked Mr. Holdcraft for his public service announcements during the past week.

Agenda:

1. 7:15 pm **MILL STREET BROWNFIELD HEARING (DISCUSSION OF THE SITE, CRP (COMMUNITY RELATIONS PLAN) AND DRAFT ABCA (ANALYSIS OF BROWNFIELD CLEANUP ALTERNATIVES)**

The Public Hearing was called to order by Chairman O'Connell at 7:15 pm who then welcomed and introduced Ms. Jerry Minor-Gordon, Brookfield's Brownfield Project Officer from the United States Environmental Protection Agency (EPA) and Mr. David Foss of the firm hired to administer the Mill Street Brownfield grant, Fuss & O'Neill.

Mr. O'Connell then turned the meeting over to Mr. Foss who explained that the CRP (Community Relations Plan), Draft ABCA (Analysis of Brownfield Cleanup Alternatives) and RAM Plan (Release Abatement Measure Plan) were available in hard copy version in the Selectmen's office or on the Town's website www.brookfieldma.us. Mr. Foss also said that a legal advertisement was published in the Sunday Telegram on October 30th and this publishing was the beginning of a 30-day comment period. Comments are solicited and appreciated from the public during this period and will be considered by the Brownfield Steering Committee for possible inclusion in the design and bid specifications for the final phase of this project.

Mr. Foss explained the purpose of each of the three documents noted above:

- The RAM Plan details the procedures, technical specifications, and practices to be employed during remediation at the former Brookfield Mill, located at 59-67 Mill Street to bring the site into compliance with Massachusetts DEP regulations.
- The ABCA is a review of the clean up alternatives, and includes the recommended approach - - a conceptual layout of the use of the site as a public park constructed as a cap over regulated soil. Mr. Foss explained that three remedial alternatives for the mitigation of soil containing regulated levels of hazardous materials and fill material at the site were evaluated on the basis of protectiveness, implementability, and cost. A summary of the documented environmental conditions, the evaluations of remedial alternatives, and the preferred remedial alternative are described in the report. Of the three alternatives, the one chosen by the Steering Committee and the Town was to cap the site and make a park.
- The CPR documents the plan developed to notify the public and solicit public involvement during the cleanup of the former Brookfield Mill Property.

Some highlighted points that Mr. Foss made included:

- There are no residential neighbors
- That the plan was to construct a cap over the former mill site and use the area as a park and parking lot.
- The landscaped area will be designed so that there will be minimal maintenance needed.
- The project is paid for by a \$200,000 grant from the EPA but the Town must match 20% of the total cost with in-kind services.
- In-kind services include, gravel, clean fill, loam, granite curbing, etc. and any labor or construction equipment to be supplied by the Highway Department.

There were three displays: Site location map; an aerial view of the site, and a conceptual soil cap and park layout, as it currently stands.

Following Mr. Foss' presentation was an extensive question and answer period with questions involving the possibility of a CSX easement onto this property, possible change in drainage in the area, the bidding process, the cost of the project since its inception, and the barrier marker.

In response to the question about the barrier marker, Mr. Foss explained that geo-textile will be used in the cap as the barrier marker. This would allow water to infiltrate but its main purpose is to make people who may someday dig here aware that they will be digging in regulated soil. Above the geo-textile will be approximately one foot of clean fill (including loam) in the seeded area; 9 inches of fill in the concrete area; and 10 inches of fill in the paved area. There will also be a deed restriction (Activity and Use Limitation; AUL) on the property and all soil must remain under the cap.

One resident thought it would be nice to be able to walk from the village to this site and to have a sidewalk from the site to the CSX bridge on Route 148 but agreed that these were future projects for the Town to consider and could not be part of this project. He also noted that as employees of McLaren's Mill (formerly on this site) went off to war, the mill management planted a Spruce tree across the street in their honor. The site of this soldier's park is the current location of the Highway Barn.

After expressing appreciation to Ms. Minor-Gordon and Mr. Foss for their attendance and help on this project, Mr. O'Connell adjourned the Public Hearing at 8:07 pm.

Brownfield Steering Committee members who were able to attend the Hearing were: Ronald Couture, Brian Plumb, and Donna Neylon.

2. **FINALIZE MOTIONS FOR 11/18/11 SPECIAL TOWN MEETING**

The Board reviewed the draft motions which had also been reviewed extensively at the Department Head meeting earlier today.

Article 22 (Unemployment): Mr. O'Connell entertained a motion to pass over this article at the Special Town Meeting, as suggested by the Town Accountant; Mr. Comtois so moved; Mr. Heller seconded; so voted. Ms. Benoit, Town Accountant, advised the Selectmen that the Town could deficit spend to pay this invoice, should it be received, and get the money either by transfer at a Special Town Meeting or by a municipal relief transfer at the end of the fiscal year.

Mr. Comtois moved to authorize Chairman O'Connell and Ms. Neylon to work together to finalize the motions according to the funding chart created by Mr. O'Connell, said motions would be subject to revision as the Special Town Meeting proceeds; Mr. Heller seconded; so voted.

A copy of the motions with their explanation will be handed out to those voters attending the Special Town Meeting.

A copy of the motions and the funding chart will be given to each of the Advisory Committee members.

Mr. O'Connell will decide which of the Selectmen will make each motions but it was agreed that the relevant department will answer any questions that may arise.

3. **REPORT ON DELINQUENT TAX COLLECTION AND CLERK TIME**

Sheila Frangiamore, Treasurer, attended this meeting to give a report on the work that she and Tax Collector, Brenda Caron McElroy, were doing with the collection of back taxes and the processing of properties into tax title.

She explained that the Collector had sent out many letters to property owners to advise them that they were overdue; this is the first step in the tax title process. There are currently over 100 properties with 60 owners that the Tax Collector could enter into the tax taking process if the owners do not pay or enter into a formal payment plan. They are giving every opportunity before the formal tax title process begins.

There are 74 properties currently in the Treasurer's tax title process representing about one million dollars. About 45% of those properties are "Lakeside Campground" properties. Ms. Frangiamore explained that, because there is so much to do with each property in this process, she takes them in a group of 10 to 15.

4. **DISCUSSION OF PURCHASING COMPUTERS FOR THE HIGHWAY AND THE TREASURER DEPARTMENTS AND A RECOMMENDATION ON WHAT TO DO WITH OLD, UNWANTED COMPUTERS AND COMPUTER EQUIPMENT.**

Mr. Heller reported that he was still looking for persons with computer experience that could join this ad hoc committee. The current group is working on an inventory and a plan which they feel must be accomplished before any purchases are made. He acknowledged that requests had been received by both the Treasurer and the Highway departments for a new computer. He will address the matter of old computers, keyboards, etc. that are cluttering up offices within the next week or so.

5. **PROPOSAL TO MAKE ADMINISTRATIVE ASSISTANT POSITION A SALARIED POSITION**

Mr. O'Connell said that he wanted the Board to discuss this possible change because all other Town Hall professional positions are salaried. He reminded the Board that the Administrative Assistant position was re-graded about a year ago so this change would not mean a change in pay. He explained that if the Admin. Assistant works more than her regular eight hours in a given day, she has to take time off (compensatory) at time and a half because no overtime is allowed. Ms. Neylon was asked how she felt about a possible change and she said that she did not have a preference but it was difficult to adjust her time by cutting hours after working extra on a given day.

Mr. Comtois asked the Board to pass over this discussion until the November 22nd meeting and all agreed.

6. **WRTA BUS SHELTER**

This matter was passed over because confirmation had not yet been received that the WRTA was still offering a free bus shelter. At earlier meetings of the Board, possible locations were discussed but the matter had been put on hold. Once the Town decides upon the style from those offered and where to locate the shelter, the Highway Department would pour the cement pad.

7. **REVIEW OF THE OPEN SPACE, RECREATION AND MASTER PLAN: SET SPECIAL MEETING**

The Board agreed to hold a special meeting to discuss the Open Space, Recreation and Master Plan. This meeting will be held in the Selectmen's office on Tuesday, November 29th at 9:00 am.

8. **RESOLUTION IN SUPPORT OF H1972 “AN ACT REGULATING ELECTION PRIMARIES**

This was discussed and it was understood that this Act, if passed, would combine two elections, save communities money and ensure that troops overseas would be able to vote privately. It was agreed to invite the Town Clerk to the November 22nd meeting to discuss this further.

9. **NATIONAL GRID – NOTICE OF FILING & REQUEST FOR COMMENTS**

This Notice had been passed over at the October 25th meeting but Mr. O’Connell noticed that the time for response had passed. No action was taken.

10. **TREE PLANTING – R. HELLER**

Mr. Heller noted that the Tree Warden has marked several trees to be removed. This resulted in an article on the Special Town Meeting Warrant. He wanted to remind the Board that the Town still has a \$5,000 grant from the DCR (Department of Conservation Resources) and perhaps this money could be used to plant trees where some have to be removed. He thought that the Tree Warden, Shade Tree Commissioner and the Banister Common/Mall Committee could work together on this project. Ms. Neylon will find out how to access this tree planting fund through the DCR.

Correspondence:

11. **ANNUAL EMERGENCY PLANNING & RESPONSE MEETING – NATIONAL GRID**

There will be a meeting of National Grid and local emergency department heads. A copy of this notice will go to the Highway Department and the Administrative Assistant was asked to find out which other departments could send a representative.

Other:

12. **BOOKLET: PREPARING FOR THE FIRST 72 HOURS OF AN EMERGENCY OR DISASTER**

A booklet giving suggestions and tips for preparing for an emergency or disaster, prepared in conjunction with a grant to the Board of Health and with the efforts of the Board of Health and BEMA, was presented to the Board. Copies will be available at the Town Hall and will also be distributed at the Special Town Meeting.

Other:

- Future agendas: The Board discussed certain items that had been deferred from previous meetings and will be added to the next agenda.
- FY 2013 Budget: Mr. O'Connell will work with Ms. Neylon to get the first part of the budget package out next week. Mr. O'Connell told the Board that Kermit Eaton of the Capital Improvement Planning Committee encourages the Board to do zero-based budgeting in the Fiscal Year 13 budget process.
- Mr. Heller will work with the Cable Access Committee to help them set up for the Special Town meeting.

ADJOURNMENT:

At 8:33 pm, 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 _____ pm; Mr. Heller seconded; so voted.

Respectfully submitted

Donna L. Neylon, Administrative Assistant

Approved: December 20, 2011