

**Town of Brookfield
Selectmen's Meeting - SPECIAL
Selectmen's Office
Tuesday, March 8, 2012**

Mr. O'Connell called the meeting to order at 8:00 am and led the group in the Pledge of Allegiance. He then entertained a motion to immediately enter into Executive Session under Exemption three: "to discuss strategy relating to collective bargaining or to litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the governmental body" and to return to Open Session to conduct other business on the agenda; Mr. Heller so moved; Mr. Comtois seconded; so voted with Mr. Comtois, Mr. Heller and Mr. O'Connell each voting "Aye."

The Open Session part of this meeting began at about 8:55 am.

Other members present: Rudy Heller and Stephen J. Comtois II.

Camera Operator: None
Press: None
Public: Philip Peirce

Agenda:

1. APPOINTMENTS:

Town Administrator Study Committee: E-mail letters of interest were received from Ms. Chantal deGrace Hirtle and Ms. Mary Lou Knight so Mr. O'Connell entertained a motion to appoint Chantal Hirtle and Mary Lou Knight each to a position on the Town Administrator Committee, with terms expiring on June 30, 2013; Mr. Heller so moved; Mr. Comtois seconded; so voted.

Election Worker: The Board received a verbal request from Michael Seery, Town Clerk, to appoint Ms. Sandra (Sandy) Pratt as an Election Worker. Mr. O'Connell entertained a motion to appoint Ms. Sandy Pratt as an Election Worker with a term to expire on June 30, 2012; Mr. Comtois so moved; Mr. Heller seconded; so voted.

2. SNOW & ICE DEFICIT SPENDING

Correspondence dated March 6th was received from the Highway Superintendent, Herb Chaffee, noting that the current balance in the Snow & Ice Account is \$5897.05. He further indicated that they have not yet purchased the minimum amount of salt required with their participation in the Oxford Salt Co-operative. Herb stated that his plan is to wait and see what happens since it is late in the season. There is enough money in the account to purchase the minimum salt requirement but if too many more storms come, they might be short money for

payroll. Mr. Chaffee asked “if the Selectmen want to vote to deficit spend if necessary or shall we all keep our fingers crossed?”

After some discussion, the Board decided to adopt the “wait and see” attitude as suggested by the Highway Superintendent. In the meantime, they believe that the Highway Department can deficit spend if there is a need and the Selectmen can vote to deficit spend at their next scheduled meeting. Ms. Neylon will confirm this with the Town Accountant.

3. FISCAL YEAR 2013 BUDGET DISCUSSIONS:

Part-time Police Officer Pay Rates

A chart of suggested pay rates was received from Police Chief Blanchard and reviewed by the Board. It was agreed that more research was needed before any decision and that Mr. O’Connell will do the research.

Assessor’s Budget:

Mr. Philip Peirce, Chairman of the Board of Assessors attended the meeting to answer questions that the Board may have. He gave a “default” figure of \$25,000 for New Growth and \$40,000 for Overlay and said that the Assessor’s Expense budget reflected a \$1,000 increase for education. Mr. Peirce explained that if their newest Assessor, Marlaine Burbank, should win re-election then she will need up to \$1,000 for her first year of classes toward her Certification. If someone else should win that there will probably be a “two-year window” before the \$1,000 will be needed.

No increase in pay is anticipated for their contractor and the division of work among the three Assessors was discussed. Mr. Peirce said that, at this point, three Assessors are needed and that he did not know how Brookfield’s costs for the assessing function compared to other towns.

Mr. Heller moved to approve the Assessor’s budget as submitted not including the requested pay increase; Mr. Comtois seconded; so voted.

Board of Health Budget:

Ms. Neylon advised the Board that Michael Seery, member of the Board of Health, had just informed her that no one from that Board would be attending the joint meeting of the Advisory Board and the Board of Selectmen tonight to discuss their budget but that they request to be put on the agenda for March 15th. Mr. O’Connell expressed his concern that the March 15 budget agenda has been set and that the Board of Health had made this request to Mr. Gerald Johnson, Chairman of the Advisory Committee, who refused the request.

Cemetery Commissioner’s Budget:

Mr. O’Connell said that he and Mr. Johnson discussed the different accounts of the Commissioners work with Betty Benoit, Town Accountant. He explained that

a portion of the Perpetual Care Account is expendable (interest earned) totaling about \$29,000. Mr. Johnson will meet with the Cemetery Commissioners to explore whether or not they will use some expendable funds to reduce their budget request.

Fire Department:

It was noted that they have four capital article requests for the Annual Town Meeting Budget:

Vehicle Replacement (Forestry 2):	\$52,500
Vehicle Replacement:	\$100,000
Repairs to Engine 3:	\$14,500
Air Bottle Replacement:	\$7,500

4. ISO - Correspondence

A letter was received from ISO indicating “deficiencies” and an e-mail responding to these “deficiencies” was received from the Building Inspector, Mr. Jeffrey Taylor. One of the complaints from ISO was that there was no money in the Building Inspector’s budget for training; Mr. Taylor indicated that since he works full-time for the Town of Leicester, his training expenses are paid by Leicester.

Mr. O’Connell asked the Board to consider whether or not a formal inter-municipal agreement might be needed with the Town of Leicester and if a dollar amount should be added to the Building Inspector’s budget for training.

5. MUTUAL AID - POLICE

Police Chief Michael Blanchard recently returned from a meeting where he learned that the Commonwealth had a record of Brookfield signing a Mutual Aid Agreement many years ago but could not find the agreement. Administrative Assistant, Donna Neylon, researched the records and found in the summer of 2002, the Board acknowledged receipt of the Mutual Aid Agreement but she could not locate a copy in the files. Mr. Heller moved to authorize the Chairman to sign the agreement; Mr. Comtois seconded; so voted.

6. OLD LAKE ROAD CORRESPONDENCE

Chairman O’Connell indicated that he had revised his draft letter to Attorney Neal, an abutter of Old Lake Road and it was ready to send. He asked if the Board felt it should be reviewed by Town Counsel. The other members were satisfied with the letter and indicated that he should send it.

7. TOWN COUNSEL AT ANNUAL TOWN MEETING

A letter was received from Town Counsel asking if they should plan on attending the 2012 Annual Town Meeting; they indicated that there would be no additional charge. The Board agreed that it would be good to have Counsel present versus available by telephone and Ms. Neylon will so advise Counsel.

8. SELECTMEN'S REPORT FOR ANNUAL TOWN REPORT

Mr. Heller moved to approve the Selectmen's report for the Annual Town Report as written by Mr. Comtois and as edited; Mr. Comtois seconded; so voted.

9. SAW MILL POND REQUEST FOR PROPOSAL/PROJECT UPDATE

Mr. O'Connell reported from a site meeting of earlier this week with Ms. Beth Lambert who specializes in dam breaching. She indicated that she would send us sample RFP's that deal with dam breaching; once they are received we should revise the RFP as quickly as possible so that we can meet the new deadlines of the Office of Dam Safety.

ADJOURNMENT:

At 10:02 am, Mr. Comtois moved to adjourn the meeting; Mr. Heller seconded; so voted.

Respectfully submitted

Donna L. Neylon, Administrative Assistant

Approved: April 3, 2012