

**Town of Brookfield  
Selectmen's Meeting  
Town Hall – Selectmen’s Office  
Tuesday, May 1, 2012**

Chairman O’Connell called the meeting to order at 8:02 am in the Selectmen’s Office of the Town Hall. Other members present: Rudy Heller and Stephen J. Comtois II

**Camera Operator:** None

**Press:** None

**Others:** Lucinda Thompson, Highway Admin. Clerk; Treasurer, Sheila Frangiamore

*Agenda:*

1 **PERFORMANCE REVIEWS**

Mr. O’Connell had completed the four performance reviews for the departments where he was liaison; Mr. Heller and Mr. Comtois promised to have theirs done in time for the May 22<sup>nd</sup> regular meeting.

The following reviews were discussed, approved and signed by motions of Mr. Heller and seconds by Mr. Comtois:

Town Treasurer:	Sheila Frangiamore
Animal Control Officer:	Eileen Vitello
Police Chief:	Michael Blanchard
Town Accountant	Louise E. (Betty) Benoit

During the discussion of the Town Accountant’s review, the following points were discussed:

- a) The need for monthly meeting between Accountant, Treasurer, and Tax Collector and Ms. Benoit’s stated unwillingness to take the lead with these meetings.
- b) Mr. Comtois moved that discussions between the financial team members be established within the next month with monthly reports resulting to include cash reconciliation, tax title and back taxes, spending, any change in balance in trust funds or significant accounts; Mr. Heller seconded; so voted.
- c) It was agreed that any proposed changes in the Accountant’s work conditions or schedule be addressed at the time of her appointment.

Mr. O’Connell entertained a motion to authorize him to draft a letter to the auditors to call their attention to a discrepancy in the record keeping i.e. in the payment of taxes and cash reconciliation of cash; Mr. Heller so moved; Mr. Comtois seconded; so voted.

2. **ANNUAL TOWN MEETING ARTICLES:**

- a) Lewis Field Article: The Highway Superintendent has two quotes so far for the materials needed to bury the ditch; these quotes are \$18,000 and \$25,000. He is attempting to get a third quote.
- b) Library Maintenance: Mr. O'Connell advised the other members that the Advisory Committee (AC) had noticed that the \$20,000 for building maintenance was included in both the library's budget line and as an article. The Board agreed to remove this from the budget but leave it as an article.
- c) Assessors Expense: This amount was voted at \$4,465 by the Selectmen but \$4,365 by the AC. Mr. Heller moved; Mr. Comtois seconded, and it was voted to reduce this amount to \$4,365 to match the vote of the AC.
- d) Treasurer Salary: The AC voted to endorse the Selectmen's change to this line item.
- e) Conservation Commission Expense: This amount was voted at \$500 by the Selectmen but \$400 by the AC. Mr. Heller moved; Mr. Comtois seconded, and it was voted to reduce this amount to \$400 to match the vote of the AC.
- e) Town Hall Expense: The AC agreed to the Selectmen's increase in this account and to its new name.
- f) Banister Common/Mall Expense: The AC did not vote on the request of this committee for an expense budget of \$1050. They did add the line back in though. Mr. O'Connell thought they may vote on this amount at their next meeting.
- g) Board of Health Clerk wages: Mr. O'Connell reported that the AC did not vote on this requested change because they want something in writing from the Board of Health (BoH). Apparently, the original calculations of the BoH only included a four hour work week but should have been for five. Mr. Heller agreed to attend the May 3<sup>rd</sup> meeting of the AC to represent the Selectmen. Mr. O'Connell entertained a motion to approve the number that Mr. Heller discovers to be the correct number; no action. Ms. Thompson will get something in writing from the Chairman of the BoH to the Chair of the AC.
- h) Library Building Maintenance: Mr. Heller moved to "zero out" this account; Mr. Comtois seconded; so voted.
- i) Lewis Field Maintenance Expense of \$1,200: No vote by AC yet.
- j) Budget numbers: All members agreed that they understood that each line item in the budget was rounded up to even dollars and does not include cents.
- k) EMS: Mr. O'Connell cautioned the Board to keep the EMS below the operating budget so that it isn't approved in two different places and therefore skewing the bottom line. These funds are transferred, not raised and appropriated.

- l) Legal Services: Now that a town has dropped out of the inter-municipal personnel agreement, the amount that Brookfield pays could change and the current charge of \$6,000 is included in the Legal Services Account.
- m) Quaboag River Bridge Article: Mr. Comtois will ask K&P if the \$15,000 estimated for legal services relative to the bridge article will be enough. He agreed to ask this question after the May 15<sup>th</sup> MassDOT Public Hearing.

**3. MUNICIPAL RELIEF TRANSFER**

A municipal relief transfer form was completed by the Administrative Assistant and submitted for the Board's approval. The amount was \$1,000 to be added to the Town Hall Expense Account to be used for lime, etc. for the Town Common and the money will be transferred from the Municipal Fuel & Expenses Account. Mr. O'Connell entertained a motion to approve and sign this document; Mr. Heller so moved; Mr. Comtois seconded; so voted.

**4. G.L. FINNEY – BROWNFIELD PROJECT**

David Foss' replies to the Board's questions of Fuss & O'Neill were received and briefly reviewed. The Town cannot apply for Brownfield clean up funding until it is the property owner. Mr. O'Connell stated that since the property is already in Tax Title, no town meeting vote would be needed to acquire ownership.

A point person is needed for this project and someone should ask Diane Belliveau of the DEP if they would release their lien of \$177,000 on this property. Will this be Mr. Comtois or the soon-to-be-elected Selectman, Nicholas Thomo? The question also arose as to whether or not a portion of this property is rented. The Administrative Assistant will try to find out. This matter will be placed on the agenda for May 8<sup>th</sup> for further discussion and decisions.

*Other:*

The Treasurer was asked to explain the rumor that the Town has an account with "a million dollars" in it and it was placed there by a former Town Treasurer. She explained that there is one account that had a balance of \$1.4 million but it was mostly trust and stabilization funds. No account has a million dollars in it that is not accounted for.

**ADJOURNMENT:** At 9:45 pm Mr. Heller moved to adjourn the meeting; Mr. Comtois seconded; so voted.

Respectfully submitted

Donna L. Neylon, Administrative Assistant

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