

**Town of Brookfield
Selectmen's Meeting
Town Hall, Banquet Room
Tuesday, June 5, 2012**

Mr. Comtois called the meeting to order at 6:35 pm led the group in the Pledge of Allegiance. Other members present: Nicholas M. Thomo. Mr. Heller was excused.

Camera Operator: James Sniffen
Press: Jennifer Grybowski, Karen Trainor
Public: John David Holdcraft, Kevin Erkkila, Clarence Snyder, Sheila Frangiamore

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

APPROVAL OF WARRANTS:

Mr. Comtois entertained a motion to ratify the below listed warrants; Mr. Thomo so moved; Mr. Heller seconded; so voted.

RATIFY PAYROLL WARRANT for 5/29/12: \$176,901.03
APPROVE EXPENSE WARRANT for 6/5/12: \$283,906.29

APPROVAL OF SELECTMEN'S MINUTES:

The Board passed over approval of the minutes of May 8, May 22, May 30 and June 4th until their next meeting.

MONTHLY REPORTS & MINUTES OF OTHER DEPARTMENTS:

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

Cemetery Commissioners: 3/21/12; 4/17/12 EMS: May, 2012
Municipal Facilities Planning Committee: 3/19/12

ANNOUNCEMENTS:

Chairman Comtois read aloud the announcements which included a reminder that June 8th is the Special and the Annual Town Meeting; June 12 is a Hearing to be held by the Town Administrator Study Committee, volunteers are needed to help Mr. William J. Simpson paint the gazebo on the Common and the Farmer's Markets which began on Friday June 1st (from 4 to 6 pm) and that will run all summer.

Public Access Period:

John David Holdcraft: thanked everyone for their help with the Memorial Day Ceremonies; commented again about the "sharp edges" on the guard rails at the state boat ramp on South Pond; asked when the Blackboard Connect will be up and running and asked when the Draper Street tree stump will be ground up.

Agenda:

1. FY 13 APPOINTMENTS

All of the following appointments were unanimous. The three-year terms will expire on June 30, 2015 and the one year terms will expire on June 30, 2013:

NAME OF BOARD/COMMITTEE	INDIVIDUAL'S NAME	APPOINTED DATE/TERM
Town Accountant	Louise E. (Betty) Benoit	3 years
Advisory Committee	Tim Roughan	3 years
Agricultural Commission	Paul Benjamin	3 years
Agricultural Comm. Alternates	Donald Grimes	1 year
	Kenneth Cleveland	1 year
	Steve Novak	1 year
	Donald Haberlin	1 year
	Mark Ledoux	1 year
Banister Common & Mall	Barbara Clancy	3 years
	Kris Casucci	3 years
	Vacancy	2 years
	Vacancy	2 years
Building Inspector	Jeff Taylor	3 years
Alternate Building Inspector	John Couture	3 years
By-Law Committee	James Cooke	1 year
	Rudy Heller	1 year
	Cindy Mundell	1 year
	Michael Seery	1 year
	Barbara Wilson	1 year
CMRPC – Alternate	Rudy Heller	1 year
CDBG - AC	Arthur Jay	1 year
	Bruce Clarke	1 year
	Lucinda Thompson	1 year
	Herbert Chaffee	1 year
	Donna Neylon	1 year
Conservation Commission	Michael LaRocca	3 years
	John O'Leary	1 year
	William Neault	1 year
Constable	Arthur Tatro	1 year
Council on Aging	Barbara Clancy	3 years
	Jeanne Myers	3 years
	Frederica LaMonda	3 years
Town Counsel	Kopelman & Paige	1 year
Cultural Council	William R. Simpson	3 years
	Jennifer Cipro	3 years
	John David Holdcraft	3 years
	Barbara Wilson	3 years
	Katherine Simpson	3 years
	Elyse Henault	3 years

Election Workers	Lindsay Holm	1 year
	Arthur Jay	1 year
	Kathryn Latour, Warden	1 year
	Carolyn Murray	1 year
	Jeanne Myers	1 year
	Karen Simpson	1 year
	Louise Woodard	1 year
	Linda Lincoln	1 year
	Sally Brown	1 year
	Sandy Pratt	1 year
	Kellie Chabot	1 year
	Marlaine Burbank	1 year
BEMA, Director	Keith Karmann	3 years
BEMA, Deputy Director	Peter Martell	3 years
EMS	John Glennon	1 year
	David Martell	1 year
	Scott Baldracchi	1 year
	Nicole Comeau	1 year
	Robert Connor	1 year
	Adele Erskine	1 year
	Vontailin Rosario, Jr.	1 year
	Donna Lafleur	1 year
	Peter Martell	1 year
	Richard Johnson	1 year
	Matthew Roderick	1 year
	Terry Anderson	1 year
	Michael Steuer	1 year
Highway Superintendent	Herbert Chaffee II	3 years
Homeland Security	Keith Karmann	3 years
Insurance Advisory Committee – Retiree’s Representative	Barbara Clancy	1 year
Municipal Facilities Planning Committee	Linda Lincoln	1 year
	Stephen J. Comtois II	1 year
	Donald Faugno	1 year
	Peter Martell	1 year
	Jeanne Myers	1 year
	Carol Plumb	1 year
	William R. Simpson	1 year
	Donald Taft	1 year
	William Scanlan, consultant	1 year
Parking Clerk/Hearing Officer	Michael Seery	1 year
Police Officers Reserve	Robert Orne	1 year
	Jason M. Barrett	1 year
	William Coyle	1 year
	Joseph Murray	1 year
	Craig Swanson	1 year
	Christopher DeSantis	1 year
	Joel Wilson	1 year
	Ryan Downing	1 year
	Brandon Fullam	1 year
	Charles Reardon	1 year

Recreation Committee	Sherry Gilman	3 years
	Jeffrey Landine	3 years
	Lesley Murray	3 years
Registrar of Voters	Lois O'Leary	3 years
Solar Project Review Committee	Daniel Leahy, Board of Health Representative	1 year
	Rudy Heller, Selectmen's Representative	1 year
	William Neault, Conservation Commission Rep.	1 year
	Bruce Clarke At Large	1 year
	Timothy Roughan, At Large	1 year
	William (Bill) Scanlan, Consultant	1 year
Source Water Protection Committee	Bruce Clarke	1 year
Supt. Pest & Insect Control & Tree Warden	Herbert Chaffee	3 years
Trench Safety Officer	Herbert Chaffee	3 years
WRTA Rep.	Rudy Heller	1 year
Zoning Board of Appeals	William Neault	5 years
	Charles Wilson	3 years
	David Holm	3 years

2. MUNICIPAL RELIEF REQUESTS/RESERVE FUND REQUESTS

Mr. Thomo moved to approve and sign a request for a municipal relief transfer of \$9,000 from Municipal Fuel Maintenance and Expenses to Legal Expense Account; Mr. Heller seconded; so voted.

3. SOLAR PROJECT REPORT – S. HELLER

It was agreed to pass this over to the June 19th meeting.

4. MUNICIPAL LEASING IN MASS – CIPC

It was agreed to pass this over to the June 19th meeting.

5. REPORTS OF THE TREASURER – S. FRANGIAMORE

Health Insurance: Ms. Frangiamore was present to update the Selectmen on the Health Insurance. She said that the Teachers union and the support staff union both at the Elementary School want assurance that the Board of Selectmen will not go to the GIC and presented two contracts for the Board to sign. Mr. Comtois suggested this be clarified and that the School Committee be asked to sign.

Bonds: Ms. Frangiamore reported that the Town is locked in to the current debt service so she is unable to apply for a lower interest rate. She will ask for a future

meeting with a certain company and the Selectmen. She would like this company to act as the Town's financial advisor. There are no direct costs from this. She said this company also handles payment of bills on-line. She hopes to have more information for the Board to review at their June 19th meeting.

Annual Town Meeting Article: Ms. Frangiamore reported that the auditors recommend the Town use the company from Connecticut initially and then use the lesser service of another company to maintain the GASB inventory. Therefore she recommends passing over of this article at the Annual Town Meeting.

6. FINISH PERFORMANCE REVIEWS

Mr. Thomo moved to approve and sign the Performance Reviews of the Veterans Agent, Building Inspector, Zoning Enforcement Officer, Fire Chief, EMS Chief, Administrative Assistant and Highway Superintendent; Mr. Heller seconded; so voted.

7. PROJECTS PENDING FOR BOS & "POINT PERSON"/DEPARTMENT LIAISON DESIGNATION

Mr. Comtois said that he was in favor of by-passing the liaison designations for this year. The others seemed to agree; there was no vote. No action was taken on point persons for various projects.

8. UPDATE ON SAW MILL POND DAM PROJECT

Chairman Comtois announced that the Board had awarded the contract to Lenard Engineering, Inc. of Auburn for the amount of \$30,380, pending funding at the Annual Town Meeting. The proposed contract is being reviewed by Town Counsel.

9. GUERRIERE & HALNON, INC. RE: SURVEY OF TOWN COMMON – R. HELLER

Mr. Heller reported having attended a meeting of the Banister Common & Mall Committee the previous evening. They would like to reduce the amount to be voted at Annual Town meeting for their Expense Account from \$1050 to \$500 and agreed to pass over their article until the fall Special Town Meeting.

He further reported that they recommend the Selectmen take "Option 2" noted in the letter from Guerriere & Halnon. Option 1 was to continue the extensive research of old Town documents and Option 2 was to take a point in time (roads around the Common) and designate that as the public way. However, they request the Board wait for this committee to come back to them with specifics. It was agreed to place this on a future agenda.

10. G.L. FINNEY BROWNFIELD PROJECT DISCUSSION

Ms. Neylon reported that she had contacted Central Mass Regional Planning Commission (CMRPC) to learn that they had no more funding for this current year but they would contact us should they receive funding. At this time, it is believed that they could have funding for this phase of the Finney project. The matter will be re-addressed in the fall.

11. MOTIONS FOR STM & ATM (6/5/12)

Motions for both the Special and the Annual Town Meeting were reviewed and it was agreed upon that the Selectmen would make all motions and which Selectman would make which motion.

Correspondence:

12. AWARD 2012 LOCAL PUBLIC HEALTH MINI-GRANT TO BOARD OF HEALTH

The Selectmen learned that through the efforts of Lucinda Thompson, the Board of Health was awarded another grant. The Board thanked Cindy for her work and a copy of this award letter will be placed in Ms. Thompson's personnel file.

13. FROM K&P: RE END OF FISCAL YEAR BILL

The Board reviewed a letter from Kopelman and Paige asking how they wanted to receive their invoice for June. They agreed that it should be received in time for the first warrant in July to be paid from the current fiscal year's account.

14. CHARTER COMMUNICATIONS: PRICING INFORMATION, EXPANDED PACKAGES, EMERGENCY CONTACTS

Pricing information, etc. was received and is on file in the Selectmen's office if anyone wants to review it.

Other:

15. CHOOSE DATES FOR NEXT QUARTER SELECTMEN'S MEETINGS

Dates chosen were:

July 10, 24; August 7, 21; and September 4, 18

16. AUTHORIZE WORKERS' COMP. INSURANCE

Mr. Heller moved to authorize the Chairman to sign certain documents agreeing to Workers' Compensation coverage for fiscal year 2013; Mr. Thomo seconded; so voted.

17. DISCUSS STATUS SENATE BILL S367

Senate Bill S367, which has been stuck in committee, would help small municipalities with funding on dam project. Mr. Heller agreed to write a letter of support for the Board.

18. INVITATION TO ATTEND PVPC 50TH ANNUAL MEETING

No one was able to attend the Pioneer Valley Planning Commission's 50th Annual Meeting but the invitation remains available should someone's schedule be freed up.

19. MEMO RE: CASUAL LABOR AND COMBINING POSITIONS RECEIVED FROM HIGHWAY DEPARTMENT

This memo from Lucinda Thompson was a follow-up to a meeting held on this same subject in February. Following some discussion, it was agreed to hold a special meeting of the Board and invite the Highway, Board of Health, Cemetery Commissioners, and Recreation Committee. The meeting will be held in the Kitchen of the Town Hall on Tuesday morning, June 12th and begin at 8:30 am.

20. THANK YOU LETTER TO POLICE – A-1 PARTS

Mr. Matthew Graves, owner and operator of A-1 Parts on Main Street wrote to express his gratitude to the local Police Chief and his staff for their timely assistance with capture and prosecution of a shoplifter. A copy of the letter will be sent to the Police Chief and put in the appropriate personnel files.

21. LETTER IN SUPPORT OF BRIDGE ARTICLE FOR ANNUAL TOWN MEETING

Chairman Comtois read aloud a letter of support of the bridge reconstruction article from Matthew and Camille Graves of Lake Road who will not be able to attend the meeting. The letter will be placed in the Quaboag River Bridge file.

22. WAGE AUTHORIZATION FORMS – JONATHAN BEMIS

The Selectmen reviewed two Wage Authorization Forms received from the Highway Department. Both were for Mr. Jonathan Bemis but were two different positions; seasonal laborer at \$13.50/hour and for Emergency Operator at \$17.91/hour. Mr. Thomo moved to approve and sign the forms; Mr. Heller seconded; so voted.

ADJOURNMENT:

At 8:16 pm, Mr. Thomo moved to adjourn the meeting; Mr. Heller seconded; so voted.

Respectfully submitted

Donna L. Neylon, Administrative Assistant

Approved: 6/19/12