

**Town of Brookfield  
Selectmen's Meeting  
Town Hall, Banquet Room  
Tuesday, October 2, 2012**

Mr. Comtois called the meeting to order at 5:45 pm and led the group in the Pledge of Allegiance.

**Camera Operators:** Sharon Mahoney

**Press:** Jennifer Grybowski, Karen Trainor, David Dore

**Public:** Lindsay Holm, Beth Conant, John Loveland, JanetMary Lenahan, Sheila Frangiamore, Kevin Erkkila, Donald Taft, Mary Lou Knight, John David Holdcraft

*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 for each of the below Warrants; and each was so voted with Mr. Heller moving to approve and/or ratify the Warrants as listed in the agenda and Mr. Thomo seconding.

RATIFY EXPENSE WARRANT for 9/25/12: \$109,291.83 and Personal Property  
Tax Refund for 2009 in the amount of \$17,017.95  
APPROVE PAYROLL WARRANT for 10/2/12: \$184,716.00

**APPROVAL OF SELECTMEN'S MINUTES:**

Mr. Comtois entertained a motion to accept the minutes of September 4, 2012 and to pass over the approval of minutes from September 18 and 25 until the next meeting; Mr. Heller so moved; Mr. Thomo seconded; so voted.

**MONTHLY REPORTS & MINUTES OF OTHER DEPARTMENTS:**

Mr. Comtois entertained a motion to acknowledge receipt of the below listed monthly reports and minutes of other departments; Mr. Heller so moved; Mr. Thomo seconded; so voted.

Municipal Facilities Study Committee: 8/6/12  
EMS Department: Sept. 2012

**ANNOUNCEMENTS:**

Chairman Comtois read aloud the announcements which included the formation of the Friends of the Brookfield Town Hall and their contact information; notice of the

Presidential and State Election to be on Tuesday, November 6<sup>th</sup>, a Health Clinic (Flu) to be on October 17<sup>th</sup>, the 5<sup>th</sup> Annual Pumpkin Fest to be on October 20<sup>th</sup> and a “mark your calendars” notice from the Cultural Council for upcoming event.

**Public Access Period:**

John David Holdcraft: Mr. Holdcraft expressed his opinion that “if people want to speak they should be allowed to”; he was glad that “democracy was put back in town” and that he felt the Town needed an Executive Secretary to replace the current Administrative Assistant; need a new job description; and he advised the Selectmen that they “don’t hire someone who can’t do the job”, the Selectmen should oversee the Department Heads and “the new person should work 5 days a week in the Town Hall”.

*Agenda:*

**1. INTERVIEWS OF CANDIDATES FOR MUNICIPAL CLERK POSITION:**

Interviews of Lindsay Holm, Beth Conant, John Loveland, and JanetMary Lenahan were conducted in the following format by the Selectmen:

1. The applicant would be given an opportunity to make a statement(s);
2. The Board members would individually ask their questions;
3. The applicant would then ask his/her questions of the Board.

At the conclusion of the interviews, Mr. Comtois expressed his appreciation to the Administrative Assistant, Treasurer and Tax Collector for finding such excellent candidates.

During the decision making process Mr. Thomo said he preferred Ms. Conant; Mr. Heller preferred Mr. Loveland. Mr. Heller moved to appoint John Loveland as Municipal Clerk for a three-month probationary period at which time the three superintendents (Administrative Assistant, Treasurer and Tax Collector) should evaluate his work and come to the Board of Selectmen for an appointment. There was no second to Mr. Heller’s motion.

Mr. Thomo moved to appoint Ms. Conant as Municipal Clerk for a three-month probationary period at which time the three superintendents (Administrative Assistant, Treasurer and Tax Collector) should evaluate her work and come to the Board of Selectmen for an appointment; Mr. Heller seconded for discussion purposes. The vote was Mr. Thomo aye; Mr. Comtois aye; and Mr. Heller nay.

Ms. Frangiamore agreed to notify all of the candidates of the Selectmen’s decision. Ms. Conant returned to the meeting and Ms. Frangiamore introduced her to the meeting as the new Municipal Clerk.

It was agreed that the Personnel Board would determine Ms. Conant’s rate of pay and that Ms. Holm who has been working as the interim municipal clerk since May will be allowed to finish the week.

2. 6:45 pm **REPORT FROM TOWN CLERK “MyTownGovernment.com and ON-LINE MEETING POSTING” M-SEERY**

This was passed over and will be on a future agenda.

3. **QUESTIONS/DISCUSSION REGARDING PRESENTATION/REPORT FROM TOWN ADMINISTRATOR STUDY COMMITTEE**

Mr. Heller, who was not at the previous discussion, said that he had reviewed both the Town Administrator Study Committee’s report (TASC) and the job description. He felt that the proposed job description was very close to what Ms. Neylon does currently. Mr. Comtois and Mr. Thomo both said they wanted documentation of savings that was mentioned by the TASC. Mr. Heller stated that the Board and the Town needed the professional help and said that another citizen had calculated that this would cost the tax payer the cost of a cup of coffee per month. Mr. Thomo said that he was not against reviewing the subject at a later date.

4. **CONSIDER REQUEST TO NAME “THE TRIANGLE” AFTER LONG-TIME RESIDENT – R. HELLER**

Mr. Heller moved to accept the Garden Club’s request and to name the “triangle” after the John Jeppson Triangle and invite him to a naming ceremony, to use volunteer funds to place a small plaque there; Mr. Thomo seconded for discussion purposes and there was discussion. Vote: Mr. Comtois and Mr. Thomo both voted nay and Mr. Heller voted aye. Mr. Comtois said that it was good to acknowledge Mr. Jeppson’s commitment to the Town but he felt naming rights should be reserved for veterans.

5. **REVIEW DRAFT POLICY FOR VOLUNTEERS DRIVING TOWN EQUIPMENT AND REVISIONS TO PUBLIC ACCESS POLICY – N. THOMO**

Policy about Volunteers driving Town Equipment: After Ms. Neylon stated such a policy could lead to no one being authorized to drive the fire trucks, Mr. Thomo said that this policy should be only for the Highway Department. Ms. Neylon said that for clarification and future reference any policy should be in writing. Mr. Thomo will draft such a policy and return it to the Board for their consideration.

Revisions to Public Access Policy: The draft, as voted at the last meeting, was again reviewed. Mr. Heller moved to amend the policy as drafted; Mr. Thomo seconded; so voted.

6. **ISO ACTION PLAN**

Mr. Heller explained that there were two forms that had to be completed and returned to the ISO. He will attempt to complete them.

7. **PLOWING OF PRIVATE WAYS – HOLD HARMLESS CLAUSE RETURN, VOTE ON WHICH PRIVATE ROADS TO BE PLOWED AND WHICH NOT TO PLOW**

Ms. Neylon reported that only residents of three of the 8 roads had 100% submission of the Hold Harmless Clause and that the Highway Superintendent had recommended giving the others an extra two weeks or until the next Selectmen's meeting. Mr. Comtois entertained a motion to extend the deadline to October 16, 2012; Mr. Heller so moved; Mr. Thomo seconded; so voted.

8. **BURNER BOOSTER DISCUSSION/DECISION**

Mr. Heller stated that he was in favor of converting to natural gas rather than investing the approximate \$20,000 money in the old antiquated systems in the form of the burner booster. Mr. Thomo pointed out that the burner booster works best with the old systems and oil heat. Mr. Comtois pointed out the December 31, 2012 deadline for financing. Mr. Heller recommended reviewing the study done previously by Mr. Bansfield and to ask the gas company to come to make a presentation to the Board. His recommendation was accepted by the Board and he will set up the presentation.

9. **SAW MILL POND DAM PROJECT STATUS REPORT – S. COMTOIS**

Mr. Comtois reported that he and Mr. Thomo had met representatives of Lenard Engineering at the dam site. Mr. Scott Charpentier, engineer from Lenard Engineering, told them that fixing the dam would be cheaper than breaching it. Mr. Comtois pointed out that Lenard had already saved the Town \$10,000 by requesting and receiving a by-pass of earlier mandated work. A hard copy of Lenard's recommendations in report form is expected within the month.

10. **UNITED NATIONS PROCLAMATION**

Mr. Heller moved to sign the Proclamation making October 24<sup>th</sup> United Nations Day in Brookfield and he encouraged a unanimous vote; Mr. Thomo seconded; so voted.

**11. DISCUSS/FINALIZE WARRANT FOR NOVEMBER 1, 2012 SPECIAL TOWN MEETING**

After review, the following articles on the draft warrant will be included:

1. paint center lines
2. stipend for RHE COOP grant
3. \$5,000 for Clean Lakes Fund
4. new copier for Town Hall
5. contract w/engineer for plans for 6,000 sq. ft. police station
6. Lewis Field Improvements
7. pay late bill for assistant wire inspector
8. late bill re: filing of 1099 forms from 2010
9. transfer \$75,000 for snow & ice deficit
10. transfer balance of Engine 3 Repairs to FD Asset Repair/Replacement Account
11. purchase new one-ton truck for Highway
12. pay interest due Verizon New England

After review, the following articles on the draft warrant will NOT be included:

1. purchase new 1-ton truck for Highway, cruiser for Police, transfer old Police SUV to Fire Dept., and purchase new chassis to replace 1986 Fire Dept. chassis.
2. appropriate sum for a new seasonal part-time laborer for Highway

The following articles will be kept as “place holders” until more information can be obtained:

1. transfer certain sums to be received (FEMA – October 2011 storm) to certain departments
2. delete certain dog by-law
3. “tax amnesty day”
4. “tax write-off”

The following was ADDED:

1. Accept G.L. Finney property in lieu of taxes (a known Brownfield site) (Mr. Comtois entertained the motion; Mr. Heller so moved; Mr. Thomo seconded; so voted.)
2. To incorporate an article to accept Community Preservation Act that was submitted by a 10 signature Citizen’s Petition; Mr. Heller so moved; Mr. Comtois seconded for discussion; so voted. During discussion, Mr. Heller pointed out that two votes would be needed for this to pass (the November 2012 meeting and a ballot question at the next Annual Town Election); he also pointed out that the State is now giving a 100% dollar-for-dollar match for all towns with populations under 5,000.
3. To include an article for up to \$6,000 for renewal of the HR agreement with K&P. (Mr. Heller so moved; Mr. Thomo seconded; so voted.)

**12. DISCUSS POSSIBLE RELEASE OF EXECUTIVE SESSION MINUTES**

It was agreed that the Board members would review the minutes individually and would start with those from 2002 through 2006 for the October 16<sup>th</sup> meeting.

**13. REPORT ON REGIONAL SELECTMEN'S MEETING – N. THOMO**

Mr. Thomo reported that there were at least five towns represented and it was learned that some Highway Departments are getting new radios through a grant. There was some discussion of a regional ambulance service but he felt that this would no benefit Brookfield as we already have our own paramedics. Mr. Comtois entertained a motion that the Brookfield Board of Selectmen are not in agreement with a Regional EMS; Mr. Thomo so moved; Mr. Heller seconded; so voted.

**14. PRIORITY DEVELOPMENT FUND PROGRAM – (RE: FORMER LAKESIDE CAMPGROUND)**

This is a grant, pointed out to the Board by Town Treasurer, Ms. Frangiamore that ranges from \$5,000 to \$15,000 and could be used for a study of the former Lakeside Campground property. Mr. Thomo moved to investigate the grant opportunity; Mr. Heller seconded; so voted. Mr. Heller will contact Bill Scanlan to see if he will write and administer the grant.

**15. ABCC LOCAL LICENSING AUTHORITIES MEETING – WORCESTER (10/25/12)**

It was agreed that the Administrative Assistant should attend.

**16. SOLAR P.I.L.O.T. PROJECT NOW COMPLETE – R. HELLER**

Mr. Heller reported that all of the documents are now completed but the Special Permit request is before the Planning Board and is pending.

**17. APPROVE AND SIGN COMMUNITY DEVELOPMENT STRATEGY**

Mr. Heller moved to accept and sign the Community Development Strategy document as submitted by Mr. William (Bill) Scanlan; Mr. Thomo seconded; so voted.

**18. MILL STREET BROWNFIELD CLOSE OUT DOCUMENTS NOW COMPLETE – D. NEYLON**

Ms. Neylon reported this project is complete, documents are submitted and people are using the new park.

**19. REVIEW RESULTS OF CHAPTER 90 SURVEY FOR MASS. MUNICIPAL ASSOCIATION (MMA)**

Chairman Comtois read aloud the Highway Department's response to the MMA survey which requested our plans for future uses of Chapter 90 funding. See copy of the survey results in italics below:

1. *What is the total **annual road construction budget figure** (including both Chapter 90 and other municipal funds) that would be required to maintain your community's roads in a "state of good repair" and fund other Chapter 90 eligible projects such as intersection improvements, traffic signal installations and bridge repair?*

\$     \$350,000.00    

**FUTURE CHAPTER 90 PROJECTS**

2. *What important projects could be undertaken or expedited with more Chapter 90 funds. Please name specific projects or other uses, and describe the purpose of the project (safety improvement, economic development, routine reconstruction to maintain state of good repair or other.) Please feel free to add projects to this list and attach photographs or other descriptions.*

1. *Mill St.- safety improvement, economic development-\$77,800.00 see attached photo*
2. *Quaboag St- safety improvement- \$509,000.00- see attached photo- road drainage needs to be improved, embankment along pond needs to be reconstructed where flooding has eroded embankment and is now undermining the road.*
3. *Molasses Hill Rd- safety improvement, 9420' x22' paving \$255,150.00 road surface is deteriorating*
4. *Webber Rd.- safety improvement - \$170,100.00 6300' x 21' paving; 160' drainage pipe; 3 catch basins -drainage improvements and road resurfacing*
5. *Main St- safety improvement, economic development- \$61,560.00 2000' x24' paving; 5333 sq yds of grinding; 60' of 12" drainage pipe- drainage work needs to be upgraded and road needs to be ground and resurfaced*
6. *North Brookfield Rd (Rte 148)- safety improvement, economic development 3970' x25' paving; 80' of 12" drainage pipe*
7. *Fiskdale Rd. (Rte 148)-safety improvement, economic development-\$807,687.50 road needs resurfacing and redesign of an intersection with a limited sight problem. Scene of numerous accidents and several fatalities.*
8. *Webber Rd.- safety improvement; \$58,999.50 650' x 32' road needs to be reclaimed and resurfaced*
9. *Lake Rd. - safety improvement; economic development \$230,850.00 9500' x 20' road needs a top coat of paving placed over existing binder.*
10. *Devil's Elbow Rd- safety improvement; \$42,930.00 3160' x18' road needs a top coat of paving placed over existing binder.*
11. *Webber Rd.- safety improvement \$27,221.76 3590' x22' to crack & stone seal the road with 10% rubber*
12. *Mockingbird Lane, Cottonwood Rd., Heron Circle- safety improvement \$11,856.16 total length 2730' x24" to crack & stone seal the road with 10% rubber. This is a fairly new cul-de-sac in town*
13. *Wells Rd- safety improvement \$10,256.16 1520' x22' crack & stone seal with 10%rubber*
14. *Complete inventory of town roads, structures, bridges with measurements & GPS locations-\$25,000*

**SUPPLEMENTING YOUR CHAPTER 90 FUNDS WITH MUNICIPAL FUNDS**

3. Has your community **appropriated any local revenue** or **authorized any borrowing** for road construction projects in addition to the Chapter 90 funds you receive?

**Appropriated local revenue**

**Authorized borrowing**

YES NO If YES, amount:

YES NO If YES, amount:

FY12 x \$31,000.00  
FY13 x \$32,000.00

FY12 x  
FY13 x

**20. FOLLOW UP ON CMRPC “CENTRAL 13” E-MAIL FROM C. SNYDER**

Mr. Clarence Snyder reported that the QQLA is following up with Senator Snyder to make sure that the Spencer Waste Water Treatment Plant gets the assistance it needs.

**21. WAGE AUTHORIZATION FORMS**

This was passed over as they haven't yet been returned from the Personnel Board.

**22. SIGN CEMETERY DEED (DUNLAP: LOT 54 EAST, SECTION B)**

Mr. Comtois entertained a motion to sign the Cemetery Deed for Lot 54 Ease, Section B as submitted by the Town Clerk and as signed by the Cemetery Commissioners and the Town Clerk; Mr. Heller so moved; Mr. Thomo seconded; so voted.

**23. RESIGNATION: PERSONNEL BOARD (B. TESSIER)**

Mr. Brian Tessier, Chairman of the Personnel Board submitted his resignation effective immediately because of personal reasons. Mr. Heller moved to accept Mr. Tessier's resignation with regret and send him a letter of appreciation for his service; Mr. Thomo seconded; so voted. There is now a vacancy on the Personnel Board and letters of intent will be accepted.

**24. FOLLOW UP FROM 9/7/12 STM**

Comments received from former Selectman, Peter O'Connell were reviewed by the Board and Mr. Comtois said that they were sound suggestions and would be followed up on. Mr. Comtois also reported having had a telephone conversation with Mr. Maury Tayarani of MassDOT regarding the Route 148 bridge construction schedule. There will be a meeting sometime in mid-December when the plans for the bridge will be 90% complete and 75% complete for the highway part of the project. The new bid date is September 2013 with construction to begin in the spring of 2014.

**25. EXECUTIVE SESSION (EXEMPTION #1)**

It was deemed by the Board that all of the criteria for an Executive Session had not been met thus no Executive Session could be held tonight. The Administrative Assistant will send a letter notifying the employee (Exemption #1) of an Executive Session to be held at a later date.

*Exemption #1: To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual. The individual to be discussed in such executive session shall be notified in writing by the public body at least 48 hours prior to the proposed executive session; provided, however, that notification may be waived upon written agreement of the parties. A public body shall hold an open session if the individual involved requests that the session be open. If an executive session is held, such individual shall have the following rights:*

*Correspondence:*

**26. CHARTER COMMUNICATIONS: ANNUAL RATE JUSTIFICATION FILING FOR 2013 (RATE CHANGE EFFECTIVE JANUARY 2013)**

The Board acknowledged receipt of this documents which will increase the Basic rate from \$13.40 to \$14.86 a month. The document will be on file in the Selectmen's office if any of the public would like to review it.

*Other:*

**27. COMMUNITY INNOVATION CHALLENGE (CIC) GRANT OPPORTUNITY WITH BARRE**

A correspondence was received from Ms. Heather Lemeiux, Town Administrator of the Town of Barre. The letter had been sent to various neighboring communities to see if they would be interested in joining Barre in a regional CIC grant application for IT services and for purchasing permitting software. Mr. Comtois entertained a motion to investigate the possibilities of participating in at least the IT section of the grant application; Mr. Heller so moved; Mr. Thomo seconded; so voted. Mr. Heller questioned whether or not the Town could take part in other CIC grant applications and still do our own application.

**28. DISCUSS RENEWING REGIONAL HR AGREEMENT**

This was addressed during the section above when the Board dealt with Articles for the November 1, 2012 Special Town Meeting Warrant.

**29. APPROVE/SIGN CHAPTER 90 PROJECT REQUEST**

The Board received Chapter 90 Project Request documents from the Highway Superintendent. The amount of the project request was \$21,000 and the scope of the work was “Inventory all town roads length, width, sidewalks, curbing and shoulders from intersection to intersection to update the Chapter 90 road inventory file and conduct an inventory of all town owned structures for GASB. This is a project that the Highway had been working on a little at a time but just learned that they can use Chapter 90 funds for. This should either complete or nearly complete the project. Mr. Heller moved to authorize the Chairman to sign; Mr. Thomo seconded; so voted.

**30. PERAMBULATING TOWN BOUNDARIES**

Mr. Comtois said that he understood that perambulating the town’s boundaries should be an annual review by the Board or its designee and asked that this be placed on the next agenda.

**ADJOURNMENT:**

At 9:10 pm, Mr. Comtois entertained a motion to adjourn the meeting; Mr. Heller so moved; Mr. Thomo seconded; so voted.

Respectfully submitted

Donna L. Neylon, Administrative Assistant

Approved: November 13, 2012