

**Town of Brookfield
Selectmen's Meeting
Town Hall, Selectmen's Office
Tuesday, February 12, 2013
8:30 am**

Selectmen Present: Stephen J. Comtois II, Rudy Heller, Nicholas M. Thomo
Camera Operator: Sharon Mahoney
Press: None
Public: Scott Charpentier of Lenard Engineering, Sally Brown, Brenda Metterville, William J. Simpson, Donald Taft, Mary Lou Knight, Kermit Eaton, Peter O'Connell, Michael Blanchard, Peter Martell, Sheila Frangiamore, Holly Chisholm, Donna Wentzell, Brenda McElroy, Lucinda Thompson, William Thompson, Louise (Betty) Benoit, Michael Seery

Since this was a Special meeting, the normal beginning of the meeting was waived.

Chairman Comtois called the meeting to order at 8:30 am in the Selectmen's Office of the Town Hall.

Below minutes represent the actions taken in the order of the printed agenda, not the actual order discussed.

Agenda:

1. 8:30 am - 9:25 am Review the FY 14 budget and articles for the Annual Town Meeting

The Selectmen reviewed the proposed budgets as presented on a spread sheet by the Administrative Assistant. Attached is the budget as it was changed and/or received preliminary approval from the Board at this meeting. All motions were made by Mr. Heller and seconded by Mr. Thomo and so voted. Below are some of the changes:

- The following corrections/changes were made: Library budget approved with bottom line of \$104,928 (Mr. Comtois entertained the motion; Mr. Heller so moved; Mr. Thomo seconded; so voted.). Their building maintenance line should be zero.
- The Board reviewed the Cultural Council and Memorial Day budgets as submitted by Mr. William J. Simpson, outgoing Chairman. The budgets were increased from \$3,200 to \$5,000 (Memorial Day) and \$8,650 to \$10,000 (Cultural Council). Neither budget increases were approved at this time.
- Animal Control Officer Expense: This budget increased by \$1500 because of a reduction last year; an e-mail from the ACO indicates that she is using her own

money to pay necessary expenses. The Board agreed to ask her for details of expenses so that they can support her budget at Town Meeting;

- Police Accounts: The Board agreed to have the Chief double check his numbers and re-submit his budget. Mr. Thomo reported having looked at mobile office units with Chief Blanchard and they are too far out of our price range.
- Articles NOT approved for placement on the Warrant:
 - \$8,000 for hydraulic rescue tools (i.e. Jaws of Life) equipment (passed over for additional information)
 - Centerline painting (passed over for additional information)
 - Highway Seasonal Worker (vote 2 – 1 against including this article)
 - \$200,000 Fire Dept vehicle replacement (pass over for additional information)
 - \$10,000 air tanks & protective clothing (pass over for additional information)
 - \$32,000 Highway Roads Reconstruction (pass over for additional information)
 - Highway Building Maintenance (pass over for additional information)
 - Police SUV (passed over for additional information)
- Articles approved for placement on the Warrant:
 - First 10 (includes the boxed articles)
 - Cemetery Preservation Fund
 - Ambulance transfers (2 articles)
 - Workers' Compensation (late bill)
 - Library Maintenance
 - Saw Mill Pond Dam Project
 - Audit (actuarial computation service)
 - Free Cash
 - Veteran & Senior Tax Work Off Program
 - Computer Acquisition

2. about 9:25 - 9:30 am - Sign Saw Mill Pond letter to DCR re: Chapter 253 Permit - Part B.

Mr. Scott Charpentier of Lenard Engineering, Inc. was present to explain to the Board that the Department of Conservation & Recreation (DCR) would not accept our Part A application so they needed to sign the Part B application which included more details than a Part A. Mr. Heller moved to authorize the Chair to sign and submit the Part B application to the DCR; Mr. Thomo seconded; so voted.

Mr. Charpentier also explained that a new contract would be needed at this point and he would forward something to the Board for consideration at their next meeting.

At about 9:30 the Chair entertained a motion to recess to the Banquet Room; Mr. Heller so moved; Mr. Thomo seconded; so voted.

3. **9:30 am Department Head Meeting in Banquet Room**

At about 9:35, Mr. Comtois opened this part of the meeting in the Banquet Room and let the group in the Pledge of Allegiance.

Mr. Kermit Eaton, Chair of the Capital Improvement Planning Committee (CIPC) and Mr. Peter O'Connell, member of the CIPC presented a handout and explain the purpose of the CIPC, why it was organized and what it does not do. They reviewed the handout (copy attached) which explained their first DRAFT Capital Plan.

Their presentation lasted about one hours and at the end there were questions and answers. It seemed that all attending agreed with the draft plan and appreciated all of the CIPC's hard work. Mr. Eaton asked the Selectmen:

- a. to approve the policy presented or suggest revisions (this will be placed on the 2/19/13 agenda for the Selectmen's vote);
- b. for permission to assist the Town Treasurer and Town Accountant in preparation of the 5 year plan (permission granted); and
- c. for direction from the Selectmen regarding their capital projects (the Selectmen will work on this).

The Board thanked the CIPC members for all of their hard work and

5. **Discuss addition of non-binding question on the Annual Town Election Ballot re: police station construction (per request of Municipal Facilities Planning Committee)**

This was passed over.

Other.

Administrative Assistant Position:

Ms. Neylon asked the Board to consider how much of an overlap there would be between her and the new hire and how to pay for both people at the same time. She pointed out that she has 60 days of sick time coming, a week vacation and two personal days. She suggested that because all of the resumes received to date has minimal to zero municipal experience, the Board could pay her until the 1st of July (the sick time) and she would be available to train and to answer questions of the new person. The Board will take this under consideration.

They decided to meet at 8:30 am on Monday, February 25th in the Selectmen's office to review resumes received and narrow them down to three; those three would then be interviewed at 7:15; 7:30 and 7:45 pm on Tuesday, March 5th as

part of the regularly scheduled meeting. Mr. Comtois will work up a rubric for the Board's use.

Other items may be added to this agenda including further budget discussions.

ADJOURNMENT:

At 11:01 pm, Mr. Comtois entertained a motion to adjourn the meeting; Mr. Thomo so moved; Mr. Heller seconded; so voted.

Respectfully submitted

Donna L. Neylon, Administrative Assistant

Approved: March 19, 2013