

**Town of Brookfield
Selectmen's Meeting
Town Hall, Banquet Room
Tuesday, February 19, 2013**

Mr. Comtois called the meeting to order at 6:09 pm and entertained a motion to adjourn to Executive Session, citing reason number 6 (real property). At 6:37 pm, Mr. Comtois re-opened the open part of the meeting led the group in the Pledge of Allegiance. He also led the group in a moment of silence for John Jeppson II and Marilyn Clarke. Other members present: Mr. Heller. Mr. Thomo was excused

Camera Operators: Sharon Mahoney & Kevin Erkkila

Press: Karen Trainor, David Dore, Jennifer Robert

Public: Barbara Wilson, John David Holdcraft, RonCouture, Anne Mathieu, Kris Cassuci, Carol Plumb, Samantha Francis (TRSD student), Joe Millett (TRSD student), Larry LaBelle (TRSD teacher), Wm. R. Simpson, Kermit Eaton, Donald Faugno

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

APPROVAL OF WARRANTS:

Chairman Comtois entertained a motion to ratify the following Warrants; Mr. Heller so moved; Mr. Comtois seconded; so voted:

RATIFY EXPENSE WARRANT for 2/12/13: \$91, 201.81

APPROVE PAYROLL WARRANT for 2/19/13: \$ 187,212.17

APPROVAL OF SELECTMEN'S MINUTES:

The minutes of February 5, 2013 (regular meeting) and February 12, 2013 (special) were passed over.

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. Comtois seconded; so voted.

EMS Dept.: January 2013

Police Dept.: January 2013

ANNOUNCEMENTS:

Chairman Comtois read aloud the announcements which included the food pantry, and the deadlines relative to the Annual Town Election and Special State Senatorial Race and a Public Hearing to be held regarding the Elementary School budget proposed for FY 14.

Public Access Period:

John David Holdcraft: wanted the Selectmen to be sure that the new person (Administrative Assistant position) “worked five days a week”, that they “bring in someone from outside who is less political” and a comment about “e-mails going out that shouldn’t be”.

Agenda:

1. **6:45 PM** **PRESENTATION BY ARCHITECTURAL DEPARTMENT OF TRSD RE: TOWN HALL**

Mr. William Simpson and Mr. Donald Faugno were present to represent the Municipal Facilities Planning Committee who had requested the services of the Architectural Program of Tantasqua Regional School District (TRSD) in drawing up plans for a renovation Town Hall. The class was represented by Mr. Larry LaBelle, Teacher; Ms. Samantha Francis, Student and Team Leader for this project, and Mr. Joe Millet, Student.

Ms. Francis reviewed the drawings made up by the class of the basement, first and second floors of the Town Hall. The drawings showed a possible method of renovation of the Town Hall that included an elevator from the basement to the second floor. The elevator is placed in the location of the current Town Accountant’s office, next to the clock tower toward the front of the building. Among other things, the plans include an area in the basement for the Council on Aging, additional toilets, removing some windows, re-opening some, changing the grade for two walk-in entrances into the basement. On the second floor, office locations were re-arranged, the Banquet Room was divided into 1/3 & 2/3, additional toilets and meeting rooms were added. On the third floor (theatre), they added toilets, small kitchen and wheel chair lift to the stage.

Following a short question and answer period, Mr. Simpson thanked the class for all of their hard work. His expression of appreciation was echoed by both Mr. Comtois and Mr. Heller adding their appreciation for saving the Town a lot of money.

2. **7:15 PM** **CIPC PRESENTATION ON CAPITAL PLAN**

Mr. Kermit Eaton attended the meeting representing the Capital Improvement Planning Committee (CIPC) and following up from the presentation that the CIPC made to the Selectmen and Department Heads on Tuesday, February 12th.

Mr. Eaton explained that they had made some changes in the draft and made a recommended change in the Capital Plan. One major change included changing from having one fleet account each for the Police, Fire, and Highway to having one joint Fleet Account. He said that the Capital Plan shows needs totaling about \$700,000 over the next five years. He also indicated that all three department heads are behind this change. The account would be set up with a funded article

in the first year and each year thereafter only a funding article would be needed. According to Mr. Eaton, the money from the account could only be spent with the permission of the Board of Selectmen according to the plan agreed upon by the CIPC and the Advisory Committee.

It was agreed to postpone a decision on this until the special meeting posted for Monday, February 25th when Mr. Thomo will have returned. Ms. Neylon will send Mr. Thomo an e-mail letting him know about the subjects postponed until Monday, Feb. 25th.

3. **SIGN CONTRACT WITH UNIBANK FOR ON-LINE BILL PAYING SERVICE**

Mr. Heller moved to authorize the Chair to sign the contract with UniBank for on-line bill paying services; Mr. Comtois seconded; so voted.

4. **SET DATE FOR ANNUAL TOWN MEETING**

Mr. Heller moved to set the dates of Friday June 7, 2013 and Friday June 14, 2013 for the Annual Town Meeting, pending availability of the Elementary School Cafeteria; Mr. Comtois seconded; so voted.

5. **SET DATE FOR "RURAL 11" MEETING**

Correspondence was received from Central Mass Regional Planning Commission (CMRPC) regarding setting up a "Rural 11" meeting. Mr. Heller volunteered to contact CMRPC and set this up.

6. **BIDDING OF MATERIALS AT FORMER LAKESIDE CAMPGROUNDS/POSSIBLE POLICY REVISION RE: SURPLUS MATERIALS**

Passed over.

7. **FURTHER DISCUSSION OF WINTER PARKING BAN**

As no correspondence was received from either the Police Chief or the Highway Superintendent, no action was taken.

8. **UPDATE/REPORT ON "NEMO" BLIZZARD OF FEB. 7, 8, 2013**

Chairman Comtois reported that there were no major problems with municipal equipment and that the Town's employees (Police, Fire, EMS, and Highway) had all done an excellent job. They had planned well and were ready.

9. **RATIFY DECISION OF CHAIRMAN RE: MEETING WITH ZEO & BUILDING INSPECTOR**

Mr. Comtois did not feel this was necessary so it was passed over.

10. **SET DATE FOR MEETING WITH MASSDOT RE: ROUTE 9 & 148 INTERSECTION RE-DESIGN**

Correspondence was received from Mass Department of Transportation (MassDOT) regarding setting up a meeting to discuss the re-design of the intersection further. Mr. Heller volunteered to contact MassDOT and set this up.

11. **DOOR OPENERS FOR THE TOWN HALL – R. HELLER**

Mr. Heller said he had been approached by Mr. William (Bill) Thompson, Municipal Custodian who is concerned that elderly citizens may get hurt trying to get into or out of the Town Hall by the heavy front doors. He researched and found that it would cost about \$3,000 to have electric door openers installed. The openers can be removed at a later date and installed on other doors, if it is felt necessary. He asked Mr. Heller to present this to the Board to consider.

It was agreed to postpone a decision on this until the special meeting posted for Monday, February 25th when Mr. Thomo will have returned.

12. **AGREEMENT WITH LENARD ENGINEERING RE: SAW MILL POND DAM PROJECT**

Additional Services Request:

The agreement for additional services from Lenard Engineering had been received but the Board hadn't had a chance to compare the new agreement against the old. It was agreed to postpone a decision on this until the special meeting posted for Monday, February 25th when Mr. Thomo will have returned. The new agreement would cover (\$5,120.00):

1. Attendance at two Conservation Commission meetings; \$420 each for a total of \$840;
2. Assist Highway Department with division or work between Town forces and contracted work. This will require two meetings and revisions to the construction cost estimate; 12 hours for a total of \$1,200;
3. Written presentation of division of work approach to the Office of Dam Safety (ODS) including one meeting and revised drawings depicting the phased project approach; 28 hours for a total of \$2,800;
4. Record Dam Safety Permit and Conservation Commission Order of Conditions; \$280;
5. Incorporate requirements foods response into final project cost estimate for Town presentation at Annual Town Meeting; 6 hours at no charge.

MESA Project Review Checklist:

Scott Charpentier sent a form to the Board to be signed relative to MESA (Massachusetts Endangered Species Act M.G.L. c. 131A and Regulations (321 CMR 10.00), Massachusetts Division of Fisheries & Wildlife, Natural Heritage & Endangered Species Program which included the need for a \$300 filing fee. Mr. Comtois entertained a motion to authorize the Chair to sign the MESA Project Review Check list and to use funds set aside for maintenance at the site to pay the \$300 fee; Mr. Heller so moved; Mr. Comtois seconded; so voted.

13. GRANT ANNOUNCEMENT: RHE COOP (5 TOWNS/HIGHWAY)

Mr. Heller, who is also a member of the Board of Directors for the original Highway grant (Community Innovation Challenge Grant a/k/a CIC) announced that the five towns had received a grant in round two. The grant was not the full amount requested but will be enough for the study of a contract for a regional Highway Department employee. (See copy of the official grant announcement attached)

It was agreed to postpone a decision on this until the special meeting posted for Monday, February 25th when Mr. Thomo will have returned.

14. BUDGET REVIEW/DISCUSSION

It was agreed to set up a date and time for further budget and article discussion at the special meeting posted for Monday, February 25th when Mr. Thomo will have returned.

15. GRANT WRITING SERVICES FOR TOWN HALL

Mr. William R. Simpson, member of the Municipal Facilities Planning Committee asked the Board to sign an agreement with Mr. William Scanlan, grant writer. Mr. Scanlan had agreed to write a grant application for the MFPC. The grant application will be submitted to the Massachusetts Historical Commission and is due on March 7th. The amount requested will be \$50,000.

It was agreed to postpone a decision on this until the special meeting posted for Monday, February 25th when Mr. Thomo will have returned.

16. BOARD OF HEALTH – EASEMENT QUESTIONS

The Board received a request for use of Town Counsel from the Board of Health regarding an easement question on Mill Street. Mr. Comtois entertained a motion to authorize the Board of Health to use Town Counsel in the matter of the possible Mill Street easement; Mr. Heller so moved; Mr. Comtois seconded; so voted.