



## **ANNOUNCEMENTS:**

Chairman Comtois read aloud the announcements which included the brush burning information, the deadlines relative to the Annual Town Election and Special State Senatorial Race, a free luncheon at the Elementary School for the seniors and a reminder to those who visit the Town Hall that the ramp on the Fire Department side of the building is always unlocked when the building is in use. The door at the end of the ramp is not heavy (unlike the front door) and is easier to use.

## **Public Access Period:**

John David Holdcraft: asked Channel 13 to remove a meeting from November; said the Advisory Committee (AC) members were not “seat warmers” anymore because “they can’t get a quorum” and wanted to know what the Selectmen would do about it; said the AC should be doing the budget not the Selectmen; asked the Selectmen to hire a new Administrative Assistant that was not from Brookfield and was “non-biased & neutral” and he was concerned that “someone was already picked”; he hoped that everything was “above board and based on qualifications” in choosing the new Administrative Assistant. Chairman Comtois reported that the Board had used a Rubric to choose the applicants to be interviewed.

## *Agenda:*

### **1. 6:40 WM. SCANLAN – MASTER PLAN IMPLEMENTATION**

Mr. William Scanlan, grant writer and planner, attended the meeting with Mr. William R. Simpson, former chair of the Mater Plan Committee. They came at the request of the Selectmen who wanted to find out how they should be approaching the implementation of the Master Plan.

The Selectmen learned that it is the Planning Board’s responsibility to adopt the Master Plan but there is nothing clear about the implementation. Mr. Scanlan said the worse thing would be to do nothing.

It is the responsibility of the Board of Selectmen and the Planning Board to jointly appoint an Implementation Committee; which may consist of 5, 7, or 9 members. There should ideally be a couple of at-large members from the public, one member who is a hold over from the Master Plan Committee, a representative each from key boards. Some suggestions were: the Planning Board, Zoning Board of Appeals, Conservation Commission, Board of Health, and Historical Commission.

This new committee will work closely with the Planning Board to develop a plan for implementation and establish priorities. Available dollars could be used to hire a consultant. Mr. Scanlan said that some work that needs to be done can be done within the committee and MPI (Master Plan Institute) would coordinate.

Before a committee can be appointed, a Charge will need to be developed and approved. Mr. Scanlan will draft one for review at the Board's March 19<sup>th</sup> meeting.

2. **6:50 EILEEN VITELLO – ANIMAL CONTROL OFFICER – RE: STATE MANDATES**

Ms. Eileen Vitello, Brookfield's Animal Control Officer, attended the meeting to discuss certain state and federal mandates and how they affect her work. She said that the Town must have a plan for emergency evacuation of animals (domestic and livestock). Ms. Lucinda Thompson, secretary for the Board of Health and a member of the emergency preparedness team, attended this meeting and said that she thought one bay of the Highway Barn could be used to house cats and dogs. The conversation ended with both Ms. Vitello and Ms. Thompson agreeing to work together to develop an emergency preparedness plan for Brookfield's animals.

3. **ADDITIONAL (REVISED) AGREEMENT WITH LENARD ENG'G RE: SAW MILL POND DAM & RESPONSE FROM DIV. OF FISHERIES & WILDLIFE**

The costs associated with this Agreement (previously submitted for the Board's approval) have been reduced from \$5,100 to \$3,900 and re-submitted to the Board. Mr. Comtois entertained a motion to authorize him to sign the new Agreement with Lenard Engineering; Mr. Thomo so moved; Mr. Comtois seconded; so voted.

Confirmation was received that the State Department of Fisheries & Wildlife has accepted the Town's proposal as submitted by Lenard Engineering.

4. **UPDATE/STATUS OF POLICY RE: VOLUNTEERS & CLASS D LICENSES – N. THOMO**

Mr. Thomo submitted a draft policy regarding qualifications necessary for individuals to drive a municipal vehicle and Mr. Comtois read it aloud. During the discussion, it was noted that the Ambulance Department had been omitted. It was agreed to add that and to forward the draft policy to the departments having vehicles for their comments and to add this to the agenda for March 19<sup>th</sup>.

5. **FACILITIES USE REQUESTS: (A) BROOKFIELD CONGREGATIONAL CHURCH AND (B) FRIENDS OF THE TOWN HALL**

This was passed over because the Administrative Assistant was given the authority to book events in the Town Hall (this can come off of future agendas).

6. **RESIGNATION – RESERVE POLICE OFFICER & CULTURAL COUNCIL MEMBER & MUNICIPAL FACILITIES PLANNING COMMITTEE)**

Mr. Comtois entertained a motion to accept with regret the resignation of Mr. Fullam as a Reserve Police Officer; Mr. Thomo so moved; Mr. Comtois seconded; so voted.

Mr. Comtois entertained a motion to accept with regret the resignation of Ms. Kelli Landine from the Cultural Council; Mr. Thomo so moved; Mr. Comtois seconded; so voted.

Mr. Comtois entertained a motion to accept with regret the resignation of Ms. Jeanne Myers from the Municipal Facilities Planning Committee; Mr. Thomo so moved; Mr. Comtois seconded; so voted.

All will receive letters of appreciation.

7. **SET DATE FOR “RURAL 11” MEETING**

The Board requested that Ms. Neylon set up this meeting.

8. **RATIFY LUCY STONE SUPPORT OF NOMINATION LETTER**

Mr. Comtois entertained a motion to ratify his nomination of Mrs. Lois O’Leary for the Lucy Stone Award; Mr. Thomo so moved; Mr. Comtois seconded; so voted.

9. **VOTE TO SEND CPA BALLOT QUESTION TO TOWN CLERK**

Mr. Comtois read the revised question for the April 30<sup>th</sup> Annual Town Election Ballot regarding the CPA (Community Preservation Act). Action to submit this to the Town Clerk for inclusion on the ballot was held off until the Board can learn from Town Counsel if this ballot question needs a simple majority vote or a two-thirds vote for passage. This will be placed on the March 19<sup>th</sup> agenda.

10. **CONTINUE REVIEW OF FY 14 BUDGETS & ANNUAL TOWN MEETING (ATM) ARTICLES (INCLUDE ARTICLE REQUESTED BY HAMPSHIRE COUNCIL?)**

Animal Control Budget for FY 14:

The Board again discussed this budget which was submitted at about \$2,300. This amount was up \$1,500 from FY 13 but up only about \$300 from FY. The Board asked Ms. Vitello if she could get by with \$2,000 and she agreed.

Highway:

Ms. Thompson represented the Highway Superintendent and answered the Board's questions regarding line painting, the Road Reconstruction Account and seasonal-part-time employees.

Line Painting: The Highway Department recommends annual painting of these lines. Because of the RHE COOP agreement, the line painting only cost about two cents a foot and we could get an even better price this coming year because the group is now five towns. Painting is usually done in May and the life expectancy of the paint is between 14 and 18 months.

Road Reconstruction, Construction Account: This is the line item that pays for most of the road work (repairs) done in Town. Chapter 90 money cannot be used for this purpose. There is a current balance because no major road work was done yet this year.

Seasonal Part-Time Employee: The Highway Department does not want an additional employee; they were just trying to "think outside the box" and utilize employees hired elsewhere in Town. The Board thanked Cindy and the Highway Department for their innovation but thought that they might be able to get volunteers or the proposed tax write off program to take care of this work.

Police Department Budget:

The Selectmen approved the original budget as submitted by the Police Chief, except for the line item for an additional part-time officer which was not approved.

Review of proposed Articles (note the Article number given below may not be the number on the final Warrant); check previous minutes for action on articles not mentioned below:

Article 14 (Fire Department hydraulic rescue tools): Mr. Comtois moved to include this article on the Warrant to let the people decide; Mr. Thomo seconded; so voted.

Article 15 (line painting): Mr. Comtois moved to include this article on the Warrant; Mr. Thomo seconded; so voted.

Article 17 (vehicle acquisition): Remove in favor of Articles 41, 42, 43.

Article 37 (right-to-farm by-law): It was decided to ask the Chairman of the Agricultural Commission and the Chairman of the By-Law Committee attend the March 19<sup>th</sup> meeting when this could be discussed.

Article 18 (protective clothing for firefighters): Mr. Thomo moved to include this article; Mr. Comtois seconded; so voted.

Article 20 (Highway Roads Construction/reconstruction): Mr. Comtois entertained a motion to include this article; Mr. Thomo so moved; Mr. Comtois seconded; so voted.

Article 21 (Highway Building Maintenance): It was uncertain if the Highway Department still needed this article or not so the Administrative Assistant will check.

Article 22 (Saw Mill Pond Dam repair project): Mr. Comtois entertained a motion to include this article; Mr. Thomo so moved; Mr. Comtois seconded; so voted.

Article 30 (new copy machine for Town Hall): Mr. Comtois entertained a motion to include this article; Mr. Thomo so moved; Mr. Comtois seconded; so voted.

Article 31 (OQLA): Mr. Comtois entertained a motion to include this article; Mr. Thomo so moved; Mr. Comtois seconded; so voted.

Article 32 (Lewis Field project): Mr. Comtois entertained a motion to include this article; Mr. Thomo so moved; Mr. Comtois seconded; so voted.

Article 33 (transfer from Solar project receipts toward post closure costs at Transfer Station): Mr. Comtois entertained a motion to include this article; Mr. Thomo so moved; Mr. Comtois seconded; so voted.

Article 34 (redesign of intersection at Routes 9 and 148): Mr. Comtois entertained a motion to exclude this article; Mr. Thomo so moved; Mr. Comtois seconded; so voted.

Article 35 (redesign of intersection at Webber Road & Route 148): It was uncertain if the Highway Department still needed this article or not so the Administrative Assistant will check.

Article 36 (Board of Health Betterment): Mr. Michael Seery, member of the Board of Health, explained that the passage of this article would allow the Board of health and Tax Collector to manage this account to help local residents. This Article will need to be voted annually. Mr. Comtois entertained a motion to include this article; Mr. Thomo so moved; Mr. Comtois seconded; so voted.

Article 38 (archeological research): No decision; revisit at a later date.

Article 39 (Banister Common & Mall Committee): No decision; ask the Chair of this committee to attend the March 19<sup>th</sup> meeting.

Article 40 (consultant): Mr. Comtois entertained a motion to exclude this article; Mr. Thomo so moved; Mr. Comtois seconded; so voted.

Article 41, 42, 43 (Fleet Account): Mr. Comtois entertained a motion to include these three articles but to move them up toward the beginning of the Warrant; Mr. Thomo so moved; Mr. Comtois seconded; so voted.

**11. SET DEADLINE FOR ARTICLES FOR ATM**

The Board agreed that May 3rd would be the deadline for accepting new articles for the Annual Town Meeting Warrant.

Mr. Comtois entertained a motion to cancel the Selectmen's meeting previously scheduled for April 30<sup>th</sup> and schedule the next meeting for Tuesday, May 7<sup>th</sup>; Mr. Thomo so moved; Mr. Comtois seconded; so voted. This action was necessary because April 30<sup>th</sup> is the Annual Town Election and the date of the State Primary for Senator.

**12. ADMINISTRATIVE ASSISTANT INTERVIEWS**

The Board first (7:30 pm) interviewed Ms. Yvonne Goulart; at 7:45 they interviewed Mr. John Loveland and at 8:00 pm they interviewed Ms. Jennifer Grybowski. Questions (as shown on the attached list) were asked of each applicant.

The Selectmen congratulated each interviewee for "making it this far" and thanked each for attending the interview process. Mr. Thomo said that all were good candidates and that the Town was fortunate to have such good choices. Following a short discussion, Mr. Comtois said that his choices were in the following order: Ms. Grybowski, Mr. Loveland, and Ms. Goulart. Mr. Thomo agreed with Mr. Comtois' sequence.

Mr. Comtois entertained a motion to offer the position to Ms. Jennifer Grybowski to begin on April 4<sup>th</sup> and receive \$13/hour for two weeks, and \$15/hour thereafter during the remainder of the three month probationary period; Mr. Thomo so moved; Mr. Comtois seconded; so voted.

Mr. Grybowski accepted the position as long as the Board agreed to re-negotiate her hourly rate of pay at the end of the three month probationary period. The Board did agree to this.

**13. EXECUTIVE SESSION (CONTRACT NEGOTIATIONS EXEMPTION #2)**

(See end of meeting)

Correspondence:

**14. SUPPORT OF CDBG APPLICATION (SEN. BREWER)**

Copies of letters of support were received as written and sent by Senator Stephen Brewer in favor of Brookfield's Community Development Block Grant (CDBG) application, joint with the Town of Sturbridge. The Senator's support is very much appreciated.

**15. NOTICE OF ANNUAL MEETING FOR 2011-2012 FUND YEAR (MEGA) (BALLOT)**

The Board agreed that it would not vote for officers for the annual meeting of MEGA.

*Other:*

**16. GRANT APPLICATION - MPPF**

The grant application to the MPPF (Massachusetts Preservation Project Fund) that would be used to fund designs plans for Town Hall Renovations was presented for signature. The Town's matching funds would come from the Community Preservation funding should that pass at the Annual Town Election. Mr. Thomo moved to authorize the application to be signed; Mr. Comtois seconded; so voted.

**17. NOTE OF APPRECIATION**

A note of appreciation was received from Pastor Ellie Kramer of the Brookfield Congregational Church regarding her and her church's appreciation of the plowing job done by the Highway Department. A copy will be placed in the appropriate Personnel File.

**18. SUPPORT – ACKNOWLEDGED RECEIPT**

Letters of support were received and acknowledged from Mr. Ron Couture in support of MPPF (Massachusetts Preservation Project Fund) grant applications for Town Hall Renovations and renovations at the Brookfield Congregational Church.

**19. ANNUAL TOWN REPORT**

Ms. Neylon presented the Board with quotes from Select Print Solution, the printing company used by the Town for the past several years for both the Annual Town Report and the Warrant Book. She asked the Board to award the print job to them again this year. There is \$1800 available and their quote for 400books delivered by April 18<sup>th</sup> was:

**TOWN REPORT**

\$1,143 - All black ink (no color)

\$1,323 – black ink but with a color cover (front and back)

\$1,503 – black ink but with a color cover (inside and out)

Mr. Thomo moved to authorize Select Print Solutions of North Brookfield to print the Annual Town Report for 2012 and to have the cover color both inside and outside; Mr. Comtois seconded; so voted.

**13. EXECUTIVE SESSION (CONTRACT NEGOTIATIONS EXEMPTION #2)**

At 9:00 pm, Mr. Comtois entertained a motion to adjourn to Executive Session, citing Exemption #2 (and read the exemption) and to return to Open Session only to adjourn; Mr. Thomo so moved; Mr. Comtois seconded; so voted.

“To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel”

**ADJOURNMENT:**

At 9:30 pm, Mr. Comtois entertained a motion to adjourn the meeting; Mr. Heller so moved; Mr. Comtois seconded; so voted.

Respectfully submitted

Donna L. Neylon, Administrative Assistant

Approved: March 19, 2013