

**Town of Brookfield  
Selectmen's Meeting  
Town Hall, Banquet Room  
Tuesday, April 2, 2013**

Mr. Comtois called the meeting to order at 6:30 pm and led the group in the Pledge of Allegiance.

Note: An Executive Session had been posted for 6:00 pm but was cancelled.

**Selectmen Present:** Stephen J. Comtois, II, Nicholas M. Thomo, Rudy Heller

**Camera Operators:** Sharon Mahoney

**Press:** Karen Trainor, Jennifer Robert

**Public:** John David Holdcraft, Barbara Wilson, Donna Lafleur, Peter Martell, William R. Simpson, and Janet Pierce from CMRPC.

*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 approve/ratify the following Warrants; Mr. Heller so moved; Mr. Thomo seconded; so voted:

APPROVE PAYROLL WARRANT for 4/2/13: \$177,039.09

APPROVE EXPENSE WARRANT for 4/2/13: \$108,670.03

RATIFY EXPENSE WARRANT for 3/26/13: \$631,001.68; and wire transfer of the same date in the amount of \$14.44

**APPROVAL OF SELECTMEN'S MINUTES:**

The approval of the minutes was 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. Thomo seconded; so voted.

Recreation Committee: 2/26/13

Cultural Council: 3/4/13

FY13

Municipal Custodian: March, 2013

Treasurer's Quarterly Report: 3<sup>rd</sup> Quarter

## **ANNOUNCEMENTS:**

Chairman Comtois read aloud the announcements which included reminders of the brush burning regulations, appointment season is coming, Candidate's Night, an Informational Meeting on Tuesday, April 9<sup>th</sup> at 7:00 pm in the Banquet Room of the Town Hall to discuss the proposed new Police Station; an Informational Meeting on Tuesday, April 23<sup>rd</sup> at 7:00 pm in the Banquet Room of the Town Hall to hear a presentation on the Community Preservation Act (CPA); a Tour of the Town Hall on Saturday April 20<sup>th</sup> from 10 am to 3 pm, a reminder that April 30<sup>th</sup> there will be voting at both the Annual Town Election and the Senatorial Primary, and details about the Memorial Day Celebration.

## **Public Access Period:**

There were no speakers.

## *Agenda:*

1. **6:45 pm**      **BILL SIMPSON – FRIENDS OF THE TOWN HALL –  
UPDATE ON CPA**

Mr. William R. Simpson, Chairman of the Friends of the Town Hall organization and a member of the Municipal Facilities Planning Committee, was present to remind the voters of the informational Hearing on April 23<sup>rd</sup> where a presentation of information regarding the CPA (Community Preservation Act) will be given and of the tour of the Town Hall that will be on Saturday, April 20<sup>th</sup>. He said that he wants to show people around the Town Hall, what is there and "what could be".

He updated the Selectmen on the status of the MPPF Grant Application (Massachusetts Preservation Project Fund). Correspondence was received requesting a letter of commitment from the Selectmen regarding the \$15,000 matching funds needed. He asked the Selectmen to sign the letter in their folder that indicated that they were committed to a transfer of \$5,000 from the Consultant Account and \$10,000 from the Town Hall Improvement Account. Mr. Simpson also said that there should be an article on the June Special Town Meeting Warrant to authorize the transfer. Ms. Neylon has already drafted the Article.

After the Board reviewed the supplied letter, Mr. Heller moved to authorize the Chairman to sign the letter of commitment to the Massachusetts Historical Commission; Mr. Thomo seconded; so voted.

Mr. Simpson reminded everyone that the CPA question is on the April 30<sup>th</sup> Annual Town Election ballot. If this passes then another article will be needed for the Annual Town Meeting. Since there are only a couple of days between the Annual Town Election and the deadline for submission of Articles, he requested that the Selectmen include a placeholder to the needed article. Mr. Comtois

entertained a motion to include a placeholder for the CPA article on the Annual Town Meeting Warrant; Mr. Heller so moved; Mr. Thomo seconded; so voted.

2. 7:00 pm **JANET PIERCE/CMRPC: EMS/ALS**

Ms. Janet Pierce, from CMRPC (Central Massachusetts Regional Planning Commission) attended the meeting to ask for the Town's participation in the DLTA EMS/ALS (District Local Technical Assistance for Emergency Medical Services/Advanced Life Support) research that they are working on with several other communities. The purpose of the research is to find out if there are ways that the participating communities can upgrade and/or merge their ambulance services so that they would have access to the ALS service.

The Town of Hardwick asked for the study and currently, the towns of North Brookfield and New Braintree have agreed to join Hardwick and CMRPC in the research. Ms. Pierce believes that West Brookfield and Oakham may join.

EMS Chief, Donna Lafleur, attended the meeting to indicate that Brookfield did not need this prospective program as it already has a top quality EMS/ALS. However, if it would help the other towns for Brookfield to take part in the information gathering period, she would be willing to help. Chief Lafleur indicated that many of the communities previously mentioned had private EMS service whereas ours is municipal and that there were major differences.

Mr. Heller indicated his willingness for Brookfield to take part and serve as a model as long as participation does not require us to diminish our services. Chief Lafleur said that her employees were well-educated, long-term employees who work for little to be able to help their neighbors and friends.

Mr. Heller moved that Brookfield should participate in the DLTA funded study of EMS/ALS; Mr. Thomo seconded; so voted.

3. **REVIEW ELECTRICAL ALLOCATIONS (RE: SOLAR)**

Mr. Heller said that the owners of the Solar Farm being installed at the Transfer Station are working very hard and making excellent progress. They are still working out the calculations on the usage of municipal electricity though.

4. **SET DATES FOR BOS MEETINGS FOR MAY - JUNE**

It was agreed that the following would be the dates for regular Selectmen's evening meetings for the months of May and June:

May 7 and 21  
June 4 and 18

5. **DRAFT POLICY REVIEW:**

a) **CORI & RMV record check**

There was no response from Department Heads on this matter. Mr. Comtois entertained a motion to accept the CORI checks; Mr. Thomo so voted; Mr. Comtois seconded; so voted; with Mr. Heller voting against.

Mr. Thomo made a motion to implement the proposed RMV record check policy; Mr. Comtois seconded, so voted with Mr. Heller voting against.

b) **Operation of Town Motor Vehicles**

Chief LaFleur asked the Board to pass over this item until it received additional information from the insurance agent.

6. **TREES ON THE TOWN COMMON – R. HELLER**

Mr. Heller said that he had been on the Common one day and met Mr. Mulhern who was walking his dog. Mr. Mulhern is a resident of Brookfield. As a result of their conversation, Mr. Mulhern had submitted a quote for which would cover trimming and pruning the trees on the Town Common.

Ms. Neylon said that she had met with Mr. Herbert Chaffee, Tree Warden/Highway Superintendent, and Mr. Ron Couture, Shade Tree Commissioner and Chairman of the Banister Common and Mall Committee. Together, they reviewed each tree on the Common and determine what kind of work needed to be done. See the attached for what was agreed to. Note that there are some trees that need to come down immediately and some that will have to come down eventually, once there is an agreed-upon plan. Ms. Neylon said they agreed that the trees that are on the very edge of the Common should be removed. She indicated that the Tree Warden was willing to do the work and willing to use his Tree Warden Expense Account and the Shade Tree Account for this purpose; Mr. Couture agreed to the use of the Shade Tree Account. Ms. Neylon also said that the Tree Warden wanted the voted support of the Board of Selectmen before he would do the work on the Common.

7. **SAW MILL POND DAM PROJECT – UPDATES**

Ms. Neylon reported that she had forwarded to the Registry of Deeds two documents for recordal. These documents are the Permit and the Order of Conditions. Mr. Herbert Chaffee, Highway Superintendent, is working with Scott Charpentier, Engineer for Lenard Engineering and for this project. Mr. Chaffee will have for the April 16<sup>th</sup> meeting, his calculations of the work and value for this project that his department can do. Then the Town will know the amount that will have to be paid for above and beyond his costs.

8. **REQUEST FOR USE OF JEPSON BEACH**

A request for the use of Jeppson Beach was received from the Tri-Community YMCA. They would like to use the beach area for swimming lessons for the period of July 15, 2013 to July 26, 2013. Mr. Comtois entertained a motion to authorize this use as long as they provide proof of liability insurance and assist in the cost of the portable toilet on the site; Mr. Heller so moved; Mr. Thomo seconded; so voted.

**9. MUNICIPAL TELEPHONE SYSTEM – R. HELLER**

Mr. Heller indicated that he was researching a possible update of the current municipal telephone system and that he expected to have at least one quote in time for the April 16<sup>th</sup> meeting.

**10. CMMPO – ANNUAL DEVELOPMENT OF THE 2014 TO 2017 TIP PROJECT LISTING**

Mr. Heller indicated to the Board how important it was that a representative of the Town of Brookfield faithfully attend the TIP meetings. Mr. Thomo agreed to attend.

**11. FIRE DEPARTMENT’S LOST GRANT**

Correspondence was received indicating that Brookfield Fire Department did not receive a grant that would have replaced the 1960 Dodge forestry truck.

**12. UPDATES/DISCUSSION ON ANNUAL TOWN MEETING ARTICLES & FY 14 BUDGET**

- a) Article: Right-to-Farm By-Law  
The final document has not yet been received from the Agricultural Commission so no action was taken.
- b) Article: Marijuana By-Law – report from Planning Board  
The final document has not yet been received from the Planning Board so no action was taken.
- c) Article: Personnel By-Laws  
No documents have been received from the By-Law Committee so no action was taken.
- d) Others?  
Ms. Neylon informed the Board that she had received a request to hold a place in the Annual Town Meeting Warrant for an article or articles regarding a new Police Station and one for a consultant for the Board of Assessors.
- e) Budget: The budget sheet has been updated to include the Elementary School numbers but the Selectmen have not finalized the contract with the Police Chief yet so that number is not yet final.

Mr. Heller moved to approve the figures on current line 128 – 134 (Elementary School Budget); Mr. Thomo seconded; so voted.

- f) Articles: The Selectmen reviewed the draft warrant again and determined that they still need to talk with the Chairman of the Board of Health regarding current Article 33 (transfer station); the Highway Superintendent for current article 35 (funds for Route 148/Molasses Hill re-design); the Historical Commission for current Article 38 (Archaeological Research), and the Brookfield Banister Common & Mall Committee for current Article 39 (continue contract with architectural engineer). These individuals will be invited to either attend the April 16<sup>th</sup> meeting or send documentation.

Ms. Neylon said that she would update the Warrant reflecting these changes and move the articles that had been excluded to the last page so that they could be referred to up until the time the Warrant is finalized. She would not change the numbers but Ms. Grybowski may do that upon finalization of the Warrant.

13. **APPOINTMENT OF JENNIFER GRYBOWSKI AS CHIEF PROCUREMENT OFFICER AND SARAH MACDOUGALL AS ON-CALL EMT-BASIC.**

Mr. Heller moved to appoint Ms. Jennifer Grybowski, new Administrative Assistant, as the Chief Procurement Officer, effective April 18, 2013; Mr. Thomo seconded; so voted.

Per request of EMS Chief Donna Lafleur, Mr. Heller moved to appoint Ms. Sarah MacDougall as on-call EMT Basic, with a term to expire June 30, 2013; Mr. Thomo seconded; so voted.

*Correspondence:*

14. **FROM SEN. BREWER CITING HIS SUPPORT HOUSE BILLS 1094 & 1145 & SENATE BILL 612 (RECOGNIZES THE NEED FOR HOUSING AUTHORITIES THROUGHOUT MASS TO ADAPT TO BETTER SERVE HOUSING AUTHORITY RESIDENTS AND THOSE ON WAIT LISTS, BUT DOES NOT RECOMMEND DRAMATIC RESTRUCTURING AND REGIONALIZATION – AS DOES HOUSE BILL 44)**

The Selectmen acknowledged receipt of this letter.

15. **NOTICE OF FILING & PUBLIC HEARING (MASS ELECTRIC) 4/12/13 @ 2PM, ONE SOUTH STATION, 5<sup>TH</sup> FLOOR, BOSTON**

The Selectmen acknowledged receipt of this notice.

16. **E-MAIL FROM TRSD RE HAMPSHIRE POWER ELECTRICITY RATES**

The Selectmen acknowledged receipt of this letter.

17. **LETTER REGARDING SPECIAL HONORS TO BE GIVEN WM. KNIGHT, BROOKFIELD RESIDENT, U.S. ARMY, KILLED IN KOREA IN 1951**

Ms. Neylon indicated that the soldier (a former Brookfield resident) was to be honored by a ceremony on May 10<sup>th</sup> at the Korean War Memorial and then his body would be buried in a family plot in Oakham. The Selectmen would be requested to make a short speech at the Brookfield part of the ceremony. She also said that she had noticed that the foundation of the Korean War/Vietnam War monument was in disrepair and that she is trying to get prices for repair in and hopes to have the work completed before the May 10<sup>th</sup> presentation, if possible.

18. **E-MAIL FROM TRSD REGARDING POSSIBLE CHANGES TO THE STATE BUDGET FOR FY 14 RELATING TO SCHOOLS**

The Selectmen acknowledged receipt of this e-mail from Ms. Deb Boyd and will watch the situation.

19. **OPEN MEETING LAW UPDATES**

The Selectmen acknowledged receipt of this notice.

*Other:*

20. **ONLINE SERVICES AUTHORIZATION FORM FOR THE TREASURER**

A request was received from the Treasurer, Ms. Sheila Frangiamore, for the Chairman of the Selectmen to sign a document that would allow her to make entries and corrections to the Division of Unemployment website regarding benefits to Brookfield employees/former employees. Mr. Heller moved to authorize the Chairman to sign this document; Mr. Thomo seconded; so voted.

**ADJOURNMENT:**

At 9:15 pm, Mr. Comtois entertained a motion to adjourn the meeting; Mr. Heller so moved; Mr. Thomo seconded; so voted.

Respectfully submitted

Rudy Heller, Clerk

Approved: 5/21/13