

**Town of Brookfield  
Selectmen's Meeting  
Town Hall, Banquet Room  
Tuesday, May, 7 2013**

Mr. Comtois called the meeting to order at 6:00 pm and entertained a motion to adjourn to Executive Session, citing reason number 3 (collective bargaining or litigation). At 6:49 pm, Mr. Comtois re-opened Open Session and led the group in the Pledge of Allegiance. Ms. Lincoln thanked her supporters for electing her to the Board of Selectmen.

**Selectmen Present:** Stephen J. Comtois, Nicholas M. Thomo, Linda M. Lincoln

**Camera Operators:** Sharon Mahoney

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

**Public:** Barbara Wilson, Mary Lou Knight, Peter O'Connell (CIPC), John David Holdcraft, Donald Taft, Beth Coughlin, Donald Grimes, Clarence Snyder (Ag Com), Police Chief Michael Blanchard, Lt. Bradword W. Bemis, Kermit Eaton (CIPC)

*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. Thomo so moved; Ms. Lincoln seconded; so voted:

RATIFY PAYROLL WARRANT for 4/30/13: \$162,596.64, and adjusted payroll warrant of (\$255.86)

RATIFY EXPENSE WARRANT for 4/29/13: \$1,550.00

RAFIFY EXPENSE WARRANT for 5/7/13: \$32,707.77, 2013 motor vehicle refunds \$804.73

**APPROVAL OF SELECTMEN'S MINUTES**

Mr. Comtois entertained a motion to approve the minutes of March 15, 2013 as amended; Mr. Thomo so moved; Ms. Lincoln seconded; so voted. The minutes of April 2, 2013 and April 16, 2013 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. Thomo so moved; Ms. Lincoln seconded; so voted.

Highway Dept. March 2013

EMS April 2013

Custodian April 2013

Fire April 2013

Police March 2013

**ANNOUNCEMENTS:**

Chairman Comtois read aloud the announcements which included information about the Treasurer Search Committee, a ceremony to honor William "Bill" Knight, appointments, the Memorial Day Ceremony, the food pantry, Agricultural Commission and Historical Commission events.

**Public Access Period:**

Mary Lou Knight: Ms. Knight read an open letter to the Selectmen expressing her displeasure at the yellow sign on Route 9. Ms. Lincoln and Mr. Comtois both said there is nothing the Town can do about it.

John David Holdcraft: Mr. Holdcraft stated he makes no apologies about his sign. He also thanked all that came out to vote in the recent election.

**1. REORGANIZATION OF THE BOARD**

Mr. Thomo made a motion to nominate the Mr. Comtois as chair; Ms. Lincoln seconded; so voted. Mr. Comtois entertained a motion to make Mr. Thomo co-chair; Ms. Lincoln moved; Mr. Comtois seconded; so voted. Ms. Lincoln made a friendly amendment to make Mr. Thomo vice chair; Mr. Comtois seconded; so voted. Mr. Thomo made a motion to nominate Ms. Lincoln for clerk; Mr. Comtois seconded; so voted.

**2. 6:35 p.m. BY-LAW COMMITTEE WARRANT ARTICLE RECOMMENDATIONS**

This item was passed over because no one from the By-Law Committee was present.

**3. 6:40 p.m. AGRICULTURAL COMMITTEE RIGHT TO FARM BYLAW RECOMMENDATIONS**

Mr. Snyder explained the Bylaw had been revised, reviewed by Counsel and is a reiteration of the state Attorney General's language. He explained the purpose of the bylaw, exactly what it would do and what it would mean to the Town. Mr. Benjamin also explained why having a Right to Farm bylaw is important. Mr. Comtois entertained a motion to include the bylaw on the Annual Town Meeting Warrant; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

**4. 6:45 p.m. REPORT FROM CHIEF BLANCHARD RE: JUNK CARS AND CORI CHECKS**

For junk cars, Chief Blanchard stated he reached out to three property owners and gave them until the end of May to remove the cars. He said he needed to work with ZEO Gary Simeone on a particular property because it appears it could be a licensed business.

For CORI checks, Chief Blanchard stated he checked with other towns and found that typically a human resources person performs the checks. He said he can only run CORI checks for criminal investigations; that unless he is certified, it is illegal for him to use the system for non-criminal checks. Mr. Comtois said he would prefer the Chief do the checks. Chief Blanchard said he is uncomfortable with that because there may be a perception he is using his computer to check whomever he wants. He said he would much prefer someone in the Town Hall do it, and he would do some more investigating and come back to the next meeting with a recommendation.

**5. 7 p.m. CHANGES TO FIRE DEPARTMENT FLEET/DISPOSAL OF 1960 DODGE POWER WAGON**

Lt. Bradford W. Bemis made a presentation on behalf of the Brookfield Fire Battalion, asking Selectmen to allow the Battalion to maintain and use the 1960 Dodge Power Wagon as a parade vehicle. Mr. Comtois said Chief Martel had requested three weeks ago to take it out of the fleet and put it into surplus, so he wondered what the bylaws said concerning surplus vehicles. He suggested the Selectmen do some research and put it on next meeting's agenda.

**6. 7:15 p.m. CIPC PRESENTATION**

CIPC members Kermit Eaton and Peter O'Connell presented their five-year revenue expenses, as well as their recommendations for the current draft of the FY14 line item operating budget, and the current draft of the Annual Town Meeting warrant. The Selectmen agreed to take the recommendations under advisement.

**7. APPOINT NEW TREASURER**

This item was passed over.

**8. SET JOINT MEETING WITH ADVISORY COMMITTEE FOR 6 P.M. JUNE 7 BEFORE STM/ATM**

Mr. Comtois entertained a motion to set a meeting at 6 p.m. on Friday, June 7, 2013 before the Town Meetings; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

**9. SET JOINT MEETING WITH ADVISORY COMMITTEE TO REVIEW BUDGET AND ARTICLES/ALSO FINALIZE/SIGN WARRANT (MAY 14 @ 7 P.M.?)**

Mr. Comtois entertained a motion to set a meeting to meet jointly with the Advisory Committee Thursday, May 16, 2013 at 6 p.m.; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

**10. SET DEPARTMENT HEAD MEETING**

This item was passed over.

**11. SET POLE PETITION HEARING**

Mr. Comtois entertained a motion to set the Pole Petition hearing for Tuesday, May 21, 2013 at 6:45 p.m.; Mr. Thomo so moved; Ms. Lincoln seconded; so voted. Chief Peter Martel urged Selectmen to demand Verizon gives a definitive timeline on when the double-poles will disappear. Mr. Comtois asked Ms. Grybowski to reach out to Verizon on that matter.

**12. SET RURAL 11 MEETING**

Mr. Comtois stated he thought the Planning Board should host that meeting.

**13. PROJECTS PENDING/PRIORITIES FOR BOS & "POINT PERSON"/DEPARTMENT LIAISON DECISIONS**

Mr. Comtois stated the board did away with the liaisons last year and would like to keep with the current system.

#### **14. PERFORMANCE REVIEWS**

Mr. Comtois questioned the need for reviews. Ms. Lincoln said she thought they needed to be done. Mr. Comtois asked Ms. Grybowski to make a list of departments and employees for the next meeting to be split up among members.

#### **15. CROSSWALK REQUEST**

Chief Blanchard reported the individual requesting a crosswalk across Mill and Pleasant Streets came to him with the request also. Chief Blanchard said he believed there was an issue with line of sight. Mr. Comtois said he is concerned because there is no sidewalk on the other side of the road to lead the crosswalk to. Chief Blanchard said he thinks the individual is looking for a study and for signage that there is pedestrian traffic in that location. Mr. Comtois said he is not willing to incur engineering study costs and that the Town will readdress the request when the bridge project is complete.

#### **16. COMP TIME**

This item was passed over.

#### **17. SAW MILL POND DAM PROJECT UPDATES**

This item was passed over.

#### **18. VOLUNTEER POLICIES/OPERATION OF TOWN VEHICLES**

Mr. Comtois entertained a motion to implement the policy regarding the operation of Town vehicles by volunteers; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

#### **19. TOWN HALL KEYS/ENTRY SYSTEM**

The Selectmen reviewed information given to them by the Town Hall custodian, which included options such as installing new locks, installing a keycard reader and installing an automatic door opener for the front doors. Ms. Lincoln suggested creating a policy to sign keys in and out. Mr. Thomo said at the minimum he recommended the locks get changed on the exterior doors, but would like to see the keycard system. Mr. Thomo said he would research a policy about signing keys in and out for the next meeting. Mr. Comtois asked Ms. Grybowski to put a sign on the front door directing those who cannot physically open the door to use the ramp entrance on the side of the building.

#### **20. APPOINTMENT/RESIGNATIONS: CIPC RESIGNATION/APPOINTMENTS, APPOINT R. HELLER TO WRTA, QVCDC, CABLE NEGOTIATING COMMITTEE, SOLAR COMMITTEE; RESIGNATION OF C. SWANSON**

There were no resignations from the CIPC, so the resignation and appointments for that Committee were passed over. Mr. Heller's appointments were tabled until the June appointments. Mr. Comtois entertained a motion to accept Beth Coughlin's appointment to the Advisory Committee; Mr. Thomo so moved; Ms. Lincoln seconded; so voted. Mr. Comtois entertained a motion to accept the resignation of C. Swanson with the understanding the

Board sends a letter of appreciation for his service and regret for his departure; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

**21. THANK YOU LETTER TO RUDY HELLER**

Mr. Comtois entertained a motion to sign a letter of appreciation for Rudy Heller; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

**22. SIGN HR AGREEMENT WITH K&P**

Mr. Comtois entertained a motion to sign the HR Agreement with K&P; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

**23. SIGN AUDITOR CONTRACT**

Mr. Comtois entertained a motion to have the chair sign three letters of engagement from the auditor; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

**24. SIGN CDBG JOINT APPLICATION AUTHORIZATION FORM**

Mr. Comtois entertained a motion to have the chair sign a CDBG joint application authorization form; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

**25. RATIFY DECISION TO ALLOW FINANCIAL TEAM TO USE TOWN COUNSEL**

Mr. Comtois entertained a motion to allow the financial team to seek advice in regards to tax titles that were not filed correctly; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

**26. REVIEW STM WARRANT ARTICLES AND BUDGET**

**a. REMOVE ARTICLES 36 & 37**

The board decided to keep those articles.

**b. EXPLANATION FOR ARTICLE 38**

Mr. Thomo stated he would work with Ms. Grybowski on this.

**c. DISCUSS ARTICLE 40 (RIGHT TO FARM)**

The Selectmen discussed this earlier in the meeting.

**d. BYLAW COMMITTEE BYLAWS (PERSONNEL, FEE, JUNK CARS)**

- Mr. Comtois entertained a motion to remove the bylaw article referring to personnel; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.
- Mr. Comtois entertained a motion to place the junk car bylaw article on the warrant; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.
- Mr. Comtois entertained a motion to place the fees bylaw article on the warrant; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

**e. ADD SEPTIC RENEWAL TO BOXED ITEMS**

Mr. Comtois entertained a motion to place the community septic management article on the warrant, in with the boxed items; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

**f. DECIDE ON COLA RAISE FOR EMPLOYEES**

- Mr. Comtois entertained a motion to raise the previously voted Town employee COLA from 1.5. to 2 percent; Mr. Thomo so voted; Ms. Lincoln seconded; so voted.
- Mr. Comtois entertained a motion to place the right of way article for the Quaboag River Bridge project on the warrant; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.
- Mr. Comtois entertained a motion to take the square footage reference out of Article 22 (police station); Mr. Thomo so moved; Ms. Lincoln seconded; so voted.
- Mr. Comtois entertained a motion to put the Police SUV article on the warrant after the Fleet Account articles; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.
- Mr. Comtois entertained a motion to remove Article 26 (foundation and septic for log cabin at Transfer Station); Mr. Thomo so moved; Ms. Lincoln seconded; so voted.
- Mr. Comtois entertained a motion to put the Police SUV article on the warrant after the Fleet Account articles; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.
- Mr. Comtois entertained a motion to reduce Article 19 (highway construction) to \$25,000; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.
- Mr. Comtois entertained a motion to reduce Article 24 (library) to \$10,000; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

**g. BUDGET LINE ITEMS**

Mr. Comtois entertained a motion to increase the computer acquisition line item to \$4,000; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

Mr. Comtois entertained a motion to increase the snow and ice line item to \$75,000; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

**SPECIAL TOWN MEETING:**

- Mr. Comtois entertained a motion to include the dog fund article on the Special Town Meeting warrant; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.
- Mr. Comtois entertained a motion to include the roof principal as a placeholder on the Special Town Meeting warrant; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.
- Mr. Comtois entertained a motion to include group insurance as a placeholder on the Special Town Meeting warrant; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.
- Mr. Comtois entertained a motion to include tax title as a placeholder on the Special Town Meeting warrant; Mr. Thomo so moved; Ms. Lincoln seconded;
- Mr. Comtois entertained a motion to include Great West short term interest as a placeholder on the Special Town Meeting warrant; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.
- Mr. Comtois entertained a motion to include the Town Accountant's deficit as a placeholder on the Special Town Meeting warrant; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.
- Mr. Comtois entertained a motion to include stabilization as a placeholder on the Special Town Meeting warrant; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

**Correspondence:**

Mr. Comtois acknowledged the receipt of the PV Progress Report and the Charter Communications 2012 Annual Financial Report.

**Other:**

Mr. Comtois thanked David “Bunky” Terry Jr. for the repair work he did on the war memorial on the common.

Mr. Comtois entertained a motion to rescind the former treasure’s authority to allow her to make entries and corrections to the Division of Unemployment website; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

Mr. Comtois entertained a motion to mandate the flags in the Town be flown at half-mast this Friday; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

**ADJOURNMENT:**

At 9:25 pm, Mr. Comtois entertained a motion to adjourn the meeting; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

Respectfully submitted

Jennifer Grybowski, Administrative Assistant

Approved:         6/4/13