

**Town of Brookfield  
Selectmen's Agenda  
Town Hall, Banquet Room  
Tuesday, June 4, 2013**

Mr. Comtois called the meeting to order at 6:00 pm and entertained a motion to adjourn to Executive Session, citing Exemption number 6 (real estate).

Exemption #6

To consider the purchase, exchange, lease of value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiation position of the public body.

At 6:38 pm, Mr. Comtois re-opened Open Session and led the group in the Pledge of Allegiance.

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

**Camera Operators:** Sharon Mahoney

**Press:** Karen Trainor

**Public:** Barbara Wilson, Mary Lou Knight (Ad Com), Gerald Johnson (Ad Com), Beth Coughlin (Ad Com), Peter O'Connell (CIPC), John David Holdcraft, Donald Taft, 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 and approve the following Warrants; Mr. Thomo so moved; Ms. Lincoln seconded; so voted:

RATIFY PAYROLL WARRANT for 5/28/13: \$185,994.45

APPROVE EXPENSE WARRANT for 6/4/13: \$315,157.79

**APPROVAL OF SELECTMEN'S MINUTES**

Mr. Comtois entertained a motion to approve the minutes of May 7, 2012, May 8, 2013, May 14, 2013 and May 16, 2013; Mr. Thomo so moved; Ms. Lincoln seconded; so voted. The minutes of May 21, 2013 and May 28, 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.

Trustees of Merrick Public Library 4/8/13	Recreation Committee 5/7/13
Tax Collector Jan, Feb, Mar 2013	Police April 2013
EMS May 2013	Custodian May 2013

**ANNOUNCEMENTS:**

Chairman Comtois read aloud the announcements which included information about appointments, the Annual and Special Town Meetings; the annual Fire Battalion Chicken Barbecue and the Brookfield Ecumenical Food Pantry.

**Public Access Period:**

Barbara Wilson: Ms. Wilson said she has asked the Board previously to reinstitute the warning sirens for emergencies. She said there had been several thunderstorms recently where there have been alerts issued by meteorologists and she was concerned the current alert system isn't working. Mr. Comtois stated the calls are only made when the town deems they need to be made. He suggested the Fire Chief be asked to attend the next meeting and asked Ms. Grybowski to find the policy regarding Blackboard Connect and e-mail it to the Board for review.

John David Holdcraft: Mr. Holdcraft said the Memorial Day parade was very nice and he wanted to thank Bill Simpson, the Cultural Council, Paul Provost, Police and Fire Departments, the children who spoke, staff at Channel 13 and the veterans.

*Agenda:*

**1. 6:45 p.m.      PUBLIC HEARING WHITE'S LANDING**

Mr. Comtois opened the public hearing at 6:45 p.m. No one from White's Landing was in attendance. Mr. Comtois stated the Board had been advised by the ABCC it could put the business on notice that they have six months to come into compliance and use the license.

Mr. Comtois entertained a motion to put Mr. and Mrs. Correia d/b/a White's Landing on notice as of today to use the license within six months by either operating it on the premises or filing the appropriate application to transfer the license, or it will be terminated; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

**2. 7 p.m.      CIPC & AD COM TO DISCUSS TOWN MEETING MOTION RECOMMENDATIONS**

**BUDGET:**

Line 10 – Town Website – The CIPC recommended bringing the line down by \$1,000. Mr. Comtois said the Board was recommended to keep it as is because the volunteer will stop managing the website and it will need to be outsourced.

Line 173 – Transfer Station expenses – The CIPC recommended reducing the line to \$82,000. Mr. Comtois said it was the Board’s intention to level fund the item at \$79,140. Mr. Eaton discussed the Transfer Stations current budget situation and capital plan. Mr. Thomo said he’d like to encourage townspeople to use the Transfer Station more. Mr. Comtois entertained a motion to support holding the line on the Town Meeting floor and requesting a new figure of \$82,000; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

Line 86 – New Full Time Police Officer – Mr. Comtois entertained a motion to place a hold on the line and request the line item be changed to \$0; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

Line 80 – Police Wages Part Time – Mr. Comtois entertained a motion to place a hold on the line and restore it to the \$58,962 that was requested; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

Line 84 – Police Station Expenses – Mr. Comtois entertained a motion to place a hold on the line and to level fund it from last year; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

Line 35 – Treasurer Salary – The Board discussed with Mr. Eaton, Mr. O’Connell, and Ms. Coughlin the reasons they might want to increase or decrease the line item. Mr. Comtois entertained a motion to place a hold on the line and bring it to \$28,000; Mr. Thomo so moved; there was no second, so Mr. Comtois seconded for discussion. Ms. Lincoln said she wanted to keep the line at \$28,558. After more discussion, the original motion was so voted.

Line 219 – Group Health and Life Insurance – Mr. Comtois entertained a motion to put a hold on the line and bring it down to \$415,000; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

Line 222 – Group Insurance – Mr. Comtois entertained a motion to put a hold on the line and bring it up to \$131,000; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

**SPECIAL TOWN MEETING:**

Article 5 – Group Insurance – Mr. Comtois entertained a motion to approve a change in the motion to reflect taking \$35,979.27 from Stabilization, \$2,800 from Free Cash and \$2,200 from Town Website; Mr. Thomo so moved; Ms. Lincoln seconded; so voted

## ANNUAL TOWN MEETING

Article 21 – Fleet Account – Mr. Comtois recommended either passing over the article or fund it only at \$50,000, rather than the original \$100,000. Mr.

O’Connell said the budget showed it could be funded fully; Mr. Thomo and Ms. Lincoln said they’d like to keep it at \$85,100. Ultimately, it was decided to fund the article at \$85,103.

The group discussed funding Article 38 – Saw Mill Pond Dam – with borrowing instead of Stabilization and agreed to fund it with borrowing.

Mr. O’Connell asked that all the numbers be checked by the Town Accountant; Mr. Comtois said she would run the levy on Thursday and have definitive numbers then.

Mr. Comtois entertained a motion to fund all articles as discussed; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

### **3. SET MEETING DATES FOR JULY/AUGUST**

Mr. Comtois entertained a motion for the Board to meet July 9, July 23, Aug. 6, Aug. 20; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

### **4. APPOINTMENTS**

Mr. Comtois entertained a motion to appoint Jason Mancuso, Brian Kibbe and Paul Cowden as Reserve Police Officers for one year; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

All other appointments were tabled.

### **5. TOWN HALL KEYS – N. THOMO**

Mr. Thomo explained there is a key policy in place from 2002 and he would like to make a few additions, including: all exterior locks will be changed, all new keys will be individually stamped and numbered, and all new keys will be signed out. Ms. Lincoln said this has been a problem for many years. Mr. Comtois said he would like for the keys to be stamped that it is illegal to copy them. Mr. Comtois asked Ms. Grybowski to make copies of the proposed policy for the board and put the item on the next agenda.

### **6. 1960 DODGE POWER WAGON**

Mr. Comtois explained the Board never surplussed the vehicle and that he had a conversation with Fire Chief Peter Martel about the vehicle.

Mr. Comtois entertained a motion to keep the 1960 Dodge Power Wagon under the custodial effect of the Fire Department, but assigning the use and care of it to the Brookfield Fire Battalion; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

**7. POLE PETITION UPDATE**

Mr. Comtois reported that Paul Schneider, pole petitioner, is in contact with National Grid about the trees the resident requested get cut down and that he is working on the double pole issue.

**8. POSTAGE MACHINE – L. LINCOLN**

Ms. Lincoln stated she thinks the Town Hall should have a postage machine. She said her research showed the Town spends around \$8,000 a year on postage for around 25,000 pieces of mail. She said she contacted Pitney Bowes, which has a government contract, about options. She also said she checked with Department Heads and they all agreed it was a good idea. Ms. Lincoln said she would obtain more information and asked Ms. Grybowski to put the item on the next agenda.

**9. EMPLOYEE VACATION TIME CARRY-OVERS**

Several employees have asked to have their vacation time carried over to the next year. The Board reviewed the By-law, which states vacation time must be used, unless the Board of Selectmen votes otherwise. Mr. Thomo said he was willing to extend the vacation times now, but didn't want to change it in the future and wanted to follow the By-law.

Mr. Comtois entertained a motion that employees who request to do so can extend their vacation time into the next year; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

Ms. Grybowski agreed to alert employees and bring such requests to the next meeting.

**Correspondence:**

The Board congratulated the Water Department for its achievement of top score for the DEP Public Water System Award.

The Board publicly thanked Carl "Skip" Nielson for performing repairs and maintenance of Tower Clock.

Mr. Comtois reviewed a letter from Mass DOT regarding Chapter 90 money.

**Other:**

Mr. Comtois entertained a motion for Cindy Thompson to sign payroll and vouchers for Herb Chaffee as needed: Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

Mr. Comtois asked Ms. Grybowski to put the Personnel Board's request to review the new Wage Authorization Forms on the next meeting agenda.

Mr. Comtois entertained a motion to approve and sign a municipal relief transfer submitted by Ms. Grybowski to take \$200 from Municipal Heating Fuel and transfer \$116 to Selectmen's Expenses and \$84 to Municipal Computer Maintenance; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

Mr. Comtois entertained a motion to enter into Executive Session, citing reason #6 (real estate) at 8:02 p.m., to enter back into Open Session only to adjourn; Mr. Thomo so moved; Ms. Lincoln seconded; so voted with Mr. Comtois voting aye, Ms. Lincoln voting aye and Mr. Thomo voting aye.

**ADJOURNMENT:**

At 8:15 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: 6/18/13