

**Town of Brookfield
Selectmen's Meeting
Town Hall, Selectmen's Office
Tuesday, Sept. 10, 2013**

Mr. Comtois called the meeting to order at 6:30 p.m. 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: David Holdcraft, Don Taft, Bruce Clarke, Beth Coughlin

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 8/20/13:\$117,926.66

RATIFY PAYROLL WARRANT for 9/03/13:\$167,212.97

RATIFY EXPENSE WARRANT for 8/27/13:\$187,480.68

RATIFY EXPENSE WARRANT for 9/03/13:\$21,241.60

APPROVAL OF SELECTMEN'S MINUTES

The approval of Selectmen's 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. Thomo moved; Ms. Lincoln seconded; so voted:

Rec Com 8/20/13, 7/9/13, 8/6/13

Cultural Council 6/3/13

Con Com 7/16/13

EMS Aug 2013

Custodian Aug 2013

ANNOUNCEMENTS

Mr. Comtois made an announcement regarding the Ecumenical Food Pantry and a benefit for a young mother that recently passed away unexpectedly.

Public Access Period:

Don Taft: Mr. Taft approached the Board seeking a status update on his request to purchase some of the items at Lakeside Campground. Mr. Comtois said the Town wasn't sure what was going to be done with the property. Mr. Taft asked that the items at least be taken down so they won't be destroyed in the meantime, and said he was worried the property is a liability and a safety issue. Mr. Comtois said he would reach out to the Highway Department to see what could be done.

Mr. Taft also thanked the Highway Department for their work along Allen Road after the recent wash out.

Beth Coughlin: Ms. Coughlin noted she had requested a copy of last year's turnback report from the Town Accountant, but still has not received it. Ms. Lincoln offered to contact the Town Accountant regarding that request. Ms. Coughlin said she also wanted to know what the plan is to file for Free Cash in an accurate and timely manner this year. Mr. Comtois said VADAR will be implemented next week, the auditor has been making recommendations and the Treasurer's office has 60 hours a week dedicated to it.

David Holdcraft: Mr. Holdcraft commented on the Town Hall key policy, stating that vice-chairs of committees should have keys.

1. 6:35 p.m. TREASURER/MUNICIPAL CLERK

The discussion was passed over because the Treasurer was not present; the Municipal Clerk was present.

Mr. Comtois entertained a motion to hold a Financial Team meeting Monday, Sept. 16 at 8:30 a.m.; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

2. EMPLOYEE RAISES

Mr. Clarke asked the Board to hold a meeting with non-contractual employees to discuss issues they may have, including but not limited to, wage increases.

Mr. Comtois entertained a motion to hold an employee meeting Monday, Sept. 16 at 6:30 p.m.; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

3. WAGE AUTHORIZATIONS

Mr. Comtois entertained a motion to approve a wage authorization for Eileen Vitello as Animal Control Officer; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

Mr. Comtois entertained a motion to approve wage authorizations for Michael Seery as Town Clerk, Bruce Clarke as Water Superintendent; Holly Chisholm as Water Administrative Clerk, John Loveland as Assistant Town Clerk, Peter Martell as Fire Chief, and Herbert Chaffee as Assistant Fire Chief; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

Mr. Comtois entertained a motion to approve wage authorizations for Richard Philips as EMT intermediate, Matthew Roderick as EMT intermediate, Terry Anderson as EMT basic, Scott Baldaracchi as EMT basic, Tammy Gadbois as EMT basic, Ashley Marks as EMT basic, Michael Steuer as EMT basic, Linda MacLeod as EMT basic, Vontailin Rosario as EMT basic, Donna LaFleur as Paramedic, Peter Martell as Paramedic, Matthew Graves as Paramedic, David Martell as Paramedic, Robert Connor as Paramedic, John Glennon as Paramedic, Dan Driscoll as Paramedic, Joshua Roy as Paramedic, and Richard Johnson as Paramedic; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

Mr. Comtois entertained a motion to approve wage authorizations for Arthur Putnam as Library custodian, Brenda Metterville as Library director, Michelle Taylor Library assistant; Joan Sagendorph as Library assistant; Andrea Faugno as Library assistant, and Julia Taylor as Library assistant; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

Mr. Comtois entertained a motion to approve wage authorizations for Scott Baldaracchi, Bradford Bemis, Steven Budnick, Justin Chaffee, Phillip Chaffee, Paul Comptois, Wallace Connor, Daniel Driscoll, Charles Edgette, Daniel Esser, Matt Graves, Vivian James, Keith Karrman, Megan Kimball, Donna LaFleur, Linda MacLeod, William MacLeod, Ashley Marks, David Martell, David Merlo, Lawrence Pense, Joseph Pecore, Matthew Phillips, Richard Phillips, Matthew Roderick, Joshua Roy, Steven Santley, Michael Steuer, Jeffrey White, all as Fire personnel; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

4. APPOINTMENTS/RESIGNATIONS

Mr. Comtois entertained a motion to appoint Bradford W. Bemis as an on-call Paramedic; Mr. Thomo so moved; Ms. Lincoln seconded; so moved.

Mr. Comtois noted a wage authorization will be needed for Mr. Bemis for this position.

Mr. Comtois entertained a motion to accept with regret the resignation of Roger LaFleur from the Advisory Committee, Lindsay Holm as the Planning Board clerk and Elyse Henault as a member of the Cultural Council; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

5. CORI CHECKS

Mr. Thomo noted the Selectmen agreed to complete CORI checks on all current employees and then periodically after that. He said that considering the amount of work to be done in the Treasurer's office, someone else needed to run the checks. He volunteered himself.

Mr. Comtois entertained a motion to allow Mr. Thomo to perform the CORI checks; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

6. APPROVE SENIOR/VETERAN TAX WORK-OFF POLICY

Mr. Comtois entertained a motion to approve and enact the Senior and Veterans Tax Work-Off Policies; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

7. RATIFY DECISION TO FIX LANE 21

Mr. Comtois explained a beaver dam broke and washed out Lane 21; when that happened, he made the executive decision to have it fixed. He said the residents of the road paid for the materials and the Town paid for the labor.

Mr. Comtois entertained a motion to ratify the decision to fix Lane 21; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

8. HOT DOG TRUCK

Mr. Comtois explained that a request to set up a hot dog truck across from the Highway Barn was brought to the Board's attention by the Zoning Enforcement Officer. Mr. Comtois said he is not in favor of allowing the truck to set up, that it is a slippery slope to allow commercial property on Town property. Ms. Lincoln said she thought if someone wants to do business in Town they should work out an arrangement to use private property.

Mr. Comtois volunteered to advise the Zoning Enforcement Officer to have the truck owner seek other properties.

9. SIGN SOLAR SCHEDULE G

Mr. Comtois entertained a motion to allow the Chair to sign the solar Schedule G; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

Other:

Mr. Comtois acknowledged a letter from a citizen commending the driver of the WRTA bus for their professionalism.

Mr. Comtois advised the Board that the previous motion to have an in-service server to accommodate VADAR was amended and that VADAR representatives said the Town has five licenses, instead of the three it was originally thought the Town had.

Mr. Thomo explained he thought the Treasurer's office was a mess and that not only is cash unreconciled, but there are no systems, procedures or checks and balances for the office. He said he has concerns the Treasurer can't complete her work in 20 hours a week, saying it is a 20 hour job when the office is working well. Mr. Comtois said the auditor does not feel more than the 60 hours dedicated that office is warranted. Mr. Thomo said there are not 60 hours dedicated to the office and that the office has to be re-created. Ms. Lincoln said cash has to be reconciled.

Mr. Comtois entertained a motion to ratify a decision to have Ms. Lincoln inform the Treasurer she should focus completely on cash reconciliation; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

ADJOURNMENT:

At 7:26 p.m., 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: 11/5/13