

**Town of Brookfield
Selectmen's Meeting
Town Hall, Selectmen's Office
Tuesday, Sept. 24, 2013**

Mr. Comtois called the meeting to order at 6:35 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: Kevin Erkkila, David Holdcraft

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 Warrant; Mr. Thomo so moved; Ms. Lincoln seconded; so voted:

PAYROLL WARRANT for 9/17/13:\$188,441.66

APPROVAL OF SELECTMEN'S MINUTES:

Mr. Comtois entertained a motion to accept the meeting minutes of Aug. 6, 2013 and Aug. 13, 2013, as amended; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

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 9/3/13 Fire Aug 2013

Con Com 8/20/13

ANNOUNCEMENTS:

Mr. Comtois made announcements regarding the Apple Country Fair and a benefit for the family of a young mother that unexpectedly passed away recently.

Public Access Period:

David Holdcraft: Mr. Holdcraft had some questions about the Highway Department and RHE Coop equipment, which were answered by Mr. Comtois. Mr. Holdcraft was directed to speak with the Highway Department Secretary if he had any additional questions. Mr. Holdcraft also had some suggestions for the Local Public Access Committee, including hiring someone part

time, with Charter funding, to run the Town's equipment. Mr. Comtois asked Mr. Holdcraft to put a proposal together and submit it to the Selectmen's office.

1. WAGE AUTHORIZATIONS

Mr. Comtois entertained a motion to approve a wage authorization for Faith O'Keefe as clerk to the library; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

Mr. Comtois entertained a motion to approve a wage authorization for Linda MacLeod as an EMT basic; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

Mr. Comtois entertained a motion to approve a wage authorization for Kate Simpson as clerk to the library; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

2. CORI CHECKS

Mr. Comtois reviewed the newly-drafted CORI policy and pointed out some changes made from the previous policy. Mr. Thomo said CORI records have to be stored for up to 7 years, which led him to believe the CORIs can be run and then immediately destroyed. Mr. Comtois explained that the HR Designee mentioned in the policy will typically be the Treasurer, but Mr. Thomo will run the checks this year only in a transitional role because the Treasurer is currently overwhelmed with work. The Selectmen discussed if CORIs should be run on elected officials, but were unable to come to a consensus.

3. EMPLOYEE ASSISTANCE PROGRAM

Ms. Lincoln reported that the Town's insurance carrier offers Employee Assistance Programs (EAP) for any personnel problems and thought it would reduce the Town's dependence on Town Counsel for such matters. Mr. Comtois said he didn't think this program compared to legal advice was comparing apples to apples. Ms. Grybowski was asked to notify the employees of this program.

4. SIGN HAMPSHIRE POWER AGREEMENTS

This item was passed over.

5. APPOINTMENT OF MASS PRESERVATION DESIGN SELECTION COMMITTEE

Mr. Comtois entertained a motion to appoint William R. Simpson, Ron Couture and Jennifer Grybowski to the Mass Preservation Design Selection Committee; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

6. SEXUAL HARASSMENT OFFICERS

Ms. Lincoln reported there was some training done with Town employees about sexual harassment in the 1990s, but that there hasn't been any since then, and the Town currently does not have any sexual harassment officers. The Selectmen agreed to gather more information and discuss this again at the next meeting.

7. FIRE SUV

Mr. Comtois noted correspondence from the Fire Chief pulling the Fire SUV out of service.

Mr. Comtois entertained a motion to allow the Fire Department to use the decommissioned Fire SUV for car accident training, after which it will be turned in for scrap; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

Correspondence:

Mr. Comtois entertained a motion to sign a DOT request form for the final Wacker payment; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

Mr. Comtois read aloud a letter from resident Don Taft praising the Highway Department for their thorough and quick work on Lane 21 after a rainstorm washed it out; all three Selectmen commended the department.

Mr. Comtois announced the Department of Public Utilities will hold public hearings Oct. 10 at 10 a.m. and Sept. 26 at 2 p.m. in Boston regarding the investigation of utilities' competitive priced electricity in the Commonwealth.

Other:

None

ADJOURNMENT:

At 7:08 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