

**Town of Brookfield
Selectmen's Meeting
Town Hall, Banquet Hall
Tuesday, Jan. 21, 2014**

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: Rudy Heller

Press: None

Public: Peter Martell

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

RATIFY EXPENSE WARRANT for 1/18/14: \$1,570.72

RATIFY EXPENSE WARRANT for 1/14/14: \$333,317.36

APPROVE PAYROLL WARRANT for 1/21/14: \$187,617.63

APPROVAL OF SELECTMEN'S MINUTES:

Mr. Comtois entertained a motion to accept the meeting minutes of Jan. 7, 2014, as amended; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

MONTHLY REPORTS & MINUTES OF OTHER DEPARTMENTS:

None

ANNOUNCEMENTS:

Mr. Comtois made announcements regarding brush burning, the upcoming debt exclusion vote for the Police Station, the winter parking ban, the Senior and Veteran Tax Work-Off program, the food pantry, and reporting street lights that are not working. Ms. Lincoln complimented the preschool teachers for instilling patriotism into their students.

Public Access Period:

None

1. CORI POLICY

Mr. Comtois read the drafted policy aloud. A discussion was had about whether CORIs should be run on current employees and it was decided they would be. Another discussion was had about whether running the CORIs every three years, as the current drafted policy stated, was appropriate or if five years would be better; it was decided to change the policy to every fifth year.

Mr. Comtois entertained a motion to adopt the revised CORI policy; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

2. EMPLOYEE SMOKING POLICY

Mr. Comtois noted that the policy had been changed to a tobacco policy and that it had been reviewed by Town Counsel. Some discussion was had about the specific wording of the definition of "tobacco use." It was decided that the word "lighted" would be removed from the third paragraph.

Mr. Comtois entertained a motion to adopt the Employee Tobacco Policy as amended; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

3. MASTER PLAN IMPLEMENTATION COMMITTEE

Mr. Comtois noted that the Selectmen previously approved a Master Plan Implementation Committee charge and that five volunteers are needed to serve on the board: One from the Planning Board, Zoning Board of Appeals, Conservation Commission, Board of Health and Historical Society. He asked the Administrative Assistant to reach out to these boards for their volunteers.

4. LICENSE RENEWAL

Mr. Comtois entertained a motion to grant a common victualler's license for the Brookfield Congregational Church; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

5. HOLIDAY SCHEDULE

Mr. Comtois reviewed the conversation had last meeting about the holiday schedule and noted that the hours are part of the Personnel By-Laws and can only be changed through Town Meeting. Mr. Comtois suggested forwarding the comments onto the Personnel Board and Ms. Lincoln said she would follow up with that board.

6. IT NEEDS

Mr. Comtois stated that Microsoft 7 will become unsupported in April, leaving Town computers vulnerable to virus and malware attacks. The computers need to be upgraded to Microsoft 8, but

some Town software will not run on Microsoft 8. In addition, some Town computers are having trouble with their anti-virus programs. Mr. Comtois noted the Town has applied for IT funding through a grant with Tantasqua, but no one knows if or when the grant will be accepted. He asked the Administrative Assistant to reach out to Loretta White for some advice.

7. TAX COLLECTOR JOB DESCRIPTION

The Selectmen reviewed the job description as submitted by the Tax Collector. Mr. Comtois asked the Administrative Assistant to have Town Counsel review both the Tax Collector and the Municipal Clerk's job descriptions. The Town Accountant and Treasurer job descriptions are still outstanding.

8. ANNUAL TOWN REPORT

Mr. Comtois noted the Selectmen's report for the Annual Town Report is typically written by the secretary. Ms. Lincoln agreed to write the report.

9. TOLLING AGREEMENT

Mr. Comtois entertained a motion that the Brookfield Board of Selectmen grant Stephen J. Comtois II, the Chair of the Board of Selectmen, the authority to sign the Tolling Agreement between the United States Army Corps of Engineers and the Town of Brookfield, Mass.; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

Correspondence:

None

Other:

Mr. Thomo said he had not yet received a clear, specific report regarding tax titles. Mr. Comtois said he has gotten weekly reports lately, and could promise monthly reports for the whole board. Mr. Comtois also thanked Peter and Trudy O'Connell and Mary Lou Knight for their help with the tax titles.

ADJOURNMENT:

At 7:05 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: Feb. 4, 2014