

**Town of Brookfield
Selectmen's Meeting
Town Hall, Banquet Room
Tuesday, September 18, 2012**

Mr. Comtois called the meeting to order at 6:00 pm and entertained a motion to Adjourn to Executive Session under Exemption 3 (see below) and return to Open Session to conduct regular business; Mr. Thomo so moved; Mr. Comtois seconded; so voted with Mr. Thomo voting aye and Mr. Comtois voting aye:

Exemption #3 “to conduct strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.”

At 6:30 pm, Chairman Comtois called the meeting back to order and led the group in the Pledge of Allegiance. Other members present: Nicholas M. Thomo. Rudy Heller excused.

Camera Operators: Sharon Mahoney

Press: Jennifer Grybowski, Karen Trainor, David Dore

Public: Donald Taft, Mary Lou Knight, Kevin Erkkila, Timothy Roughan, John David Holdcraft, Peter O’Connell, Bob Laflamme, Mark Ricard, Mary Beth Harrity, Chantal Hirtle, Bill Scanlan, Sheila Frangiamore

Note: The minutes of this meeting reflect the order of the printed agenda NOT the order of the actual meeting.

APPROVAL OF WARRANTS:

Mr. Thomo moved to approve and/or ratify the Warrants as listed in the agenda; Mr. Comtois seconded; so voted.

RATIFY PAYROLL WARRANT for 9/4/12: \$165,835.94
RATIFY EXPENSE WARRANT for 9/11/12: \$110,552.63
APPROVE PAYROLL WARRANT for 9/18/12: \$188,461.05
APPROVE ADJUSTED PAYROLL WARRANT for 9/6/12: (\$1,073.69)
APPROVE EXPENSE WARRANT for 9/18/12: \$58,049.70
APPROVE EXPENSE WARRANT for 9/19/12: \$1,395.00

APPROVAL OF SELECTMEN’S MINUTES:

Approval of the minutes from September 4th was passed over to the October 2, 2012 agenda.

MONTHLY REPORTS & MINUTES OF OTHER DEPARTMENTS:

Mr. Heller moved to acknowledge receipt of the below listed monthly reports and minutes of other departments; Mr. Thomo seconded; so voted.

Council on Aging: 9/12/12 Tax Collector: July & August 2012
Highway: July & August 2012 Police Dept.: July & August 2012
Town Administrator Study Committee: 7/31/12

ANNOUNCEMENTS:

Chairman Comtois read aloud the announcements which included notice of 2012 Household Hazardous Waste Collection day on Sept. 29th in North Brookfield, Brookfield's Annual Family Fun Day and 5K road Race on September 23rd, the formation of the Friends of the Brookfield Town Hall and their contact information; notice of the Presidential and State Election to be on Tuesday, November 6th, a Health Clinic (Flu) to be on October 17th and the 5th Annual Pumpkin Fest to be on October 20th.

Public Access Period:

John David Holdcraft: Mr. Holdcraft expressed his opinion that the Selectmen should remove the bar/counter in the back of the Banquet Room to make more space and that the "study money" should be used for renovation to the Town Hall rather than "\$5 million in one shot".

Agenda:

Executive Session: 6:00 pm (Selectmen's Office)

1. 6:45 PM BURNER BOOSTER – BOB LAFLAMME

Mr. Laflamme and Mr. Ricard presented a slide show and brochure to the Board regarding a Burner Booster that, they claimed, if installed in the Town Hall and the EMS/Fire garage would save the Town money and pay for itself inside of five years. The cost for two boosters would be \$21,106, a discounted price for purchasing of two units. The booster, which is for use with any bio fuel, could be transferrable to a new unit but saves more on an older unit. The oil consumption would be reduced by 25 to 35% annually, about \$5,314/year. Mr. Laflamme stated that our current systems appeared to be well-maintained. They did not give a quote on the back building of the Fire Department (old Highway Building) because that unit is too old. Additionally, there is a lease-to-buy program with a December 31, 2012 deadline for financing; the program is currently not available for residential use.

2. **7:00 PM** **PRESENTATION OF TOWN ADMINISTRATOR STUDY COMMITTEE**

Mary Beth Harrity, Chairman of the Town Administrator Study Committee, gave their presentation to the Selectmen and the public. Basically, the committee recommended that certain responsibilities be added to the job description of the person hired to replace the current Administrative Position. Some of these responsibilities included the authority to call Department Head meetings, work with the Advisory Committee and the Capital Improvement Planning Committee both on the annual budget and find ways to save money, grant writing, grant administration but not to add supervisory authority.

The committee conducted a survey and many interviews. Ms. Harrity said that there was a consensus from the current department heads that the above duties should be added.

She explained that a modest increase in salary for this person (from the current \$42,000 to about \$50,000) and an increase in clerical hours of up to 12 would result in an increase to the Town's budget of between \$16,000 to a maximum of \$26,000.

Chairman Comtois raised the possibility that a Municipal Clerk may be able to replace the Administrative Assistant. Mr. Thomo asked for more documentation on how the change in position title could "pay for itself".

Mr. O'Connell suggested incorporating certain responsibilities into the new job description and indicated that the actual title was of little importance. He further reminded the Board that whatever actions they decided to take, they should remember that a decision relative to financial consequences should probably be made in time for the November Special Town Meeting unless there was going to be a Meeting in March.

Ms. Neylon spoke to the Board and told them that she felt the Town should certainly add certain responsibilities to the Administrative Assistant position and she specifically mentioned grant writing, grant administration and working with the Financial Team. She also said that she thought it was wrong to take the person being hired as a Municipal Clerk away from the three departments that will be training him/her and put that person into the Administrative Assistant position for the following reasons: Filling the Admin. Asst. position must be done according to the Town's by-laws; the three departments would have to go back, find a new person and then train him/her; one person (the new Municipal Clerk/Administrative Assistant) cannot do both jobs.

Mr. Comtois entertained a motion to disband the Town Administrator Study Committee; Mr. Thomo so moved; Mr. Comtois seconded; so voted. The

Chairman thanked the Committee again for their work and subject will be placed on the October 2nd agenda for further discussion. (A copy of the Committee's report is attached.)

3. 7:30 PM PUBLIC HEARING: COMMUNITY DEVELOPMENT STRATEGY

Mr. William Scanlan, grant writer/administrator/planner, and Donna Neylon, member of Brookfield's Community Development Block Grant Advisory Committee (CDBG AC) were present to review the Community Development Strategy (CDS) that the CDBG AC had recently revised. Mr. Scanlan went through the seven page document and explained that it was a very important part of the annual grant application. The purpose of this Hearing was to receive input from the Selectmen and the public. The list of the Town's priorities must be the same as what the Selectmen have planned.

There were very few comments from the Selectmen and the public so the CDS will be presented to the Selectmen at their October 2nd meeting for the Board's official vote and signatures. Comments received via e-mail from Selectman Heller had already been incorporated in to the version presented this evening.

Ms. Neylon indicated to the Board that the CDBG AC intended to apply for a regional grant for FY 2013 with a community other different from previous applications. The grant would include housing rehabilitation and an infrastructure grant of either Hayden and/or Hyde Streets. She asked the Selectmen for up to \$10,000 from the Program Income Account. The committee would use this for engineering costs in preparing the final plans for the infrastructure. In answer to the question of what would happen to the plans if the application was not granted she said that the Town would own the plans and they could either be used on a Chapter 90 project or held and used in a future CDBG application.

Mr. Comtois entertained a motion to authorize the use of up to \$10,000 from the Program Income Account for the engineering plans and to approve the CDS; Mr. Thomo so moved; Mr. Comtois seconded; so voted. (copy of the CDS is attached)

4.a. FOLLOW-UP FROM SPECIAL TOWN MEETING OF 9/7/12

Article 1 (Bridge): Mr. Comtois stated that he was grateful for the "firm, decisive vote" as this showed that the voters were "behind the Selectmen". He said the next step would be for the State to present plans to the Board. He suggested putting together a meeting in Worcester with the representatives of MassDOT, the Selectmen, and the owners of White's Landing at the time of the 50% ready plans; Mr. Thomo agreed and Mr. Comtois will set this up.

Article 2 (Solar PILOT Project): Approval for this project has been received from the Department of Environmental Protection. Mr. Roughan, a member of the Solar Review Committee, was present to ask the Selectmen to sign the contracts presented to them tonight and already signed by representatives of EPG, LLC. Mr. Roughan also explained that Town Counsel is taking “one last look” at the contract and there may be an additional change, however, if is very important that the contract be signed as soon as possible so that it can be back in EPG, LLC’s hands by noon on Thursday for financing. Mr. Comtois entertained a motion to authorize the Board to sign the Solar PILOT contract with EPG, LLC after Town Counsel’s approval; Mr. Thomo so moved; Mr. Comtois seconded; so voted. Chairman Comtois thanked the Solar Review Committee for all of their hard work and everyone expressed their excitement about this project.

4.b. DISCUSSION RE: NOVEMBER SPECIAL TOWN MEETING (I.E. CHANGE DATE, ANNOUNCE DEADLINES)

Communication had been received from the Town Clerk, Michael Seery, asking that the Board consider changing the date of the November Special Town Meeting (STM) from November 9th to the 1st. He felt that having the STM prior to the Presidential Election would be easier for him and his department. Mr. Thomo made the motion to change the date of the STM from November 9th to November 1st; Mr. Comtois seconded; so voted.

The last day and time to submit articles for the Warrant of the 11/1/12 STM is Tuesday, October 2nd at 5:00 pm and this will not change. The Administrative Assistant said that she already has tentative booking of the cafeteria at the Elementary School for the November 1st date. Mr. Comtois asked Ms. Neylon to check into the possibility of changing the location from the cafeteria to the auditorium as he’d been told that the Parent Teacher’s Organization had recently installed new microphones in that room.

5. DISCUSS DRAFT AUDIT REPORT AND DETERMINE ACTIONS, IF ANY

The date and time of Monday, October 1, 2012 at 9:00 am was announced as when the Board of Selectmen would meet with the Financial Team to review the Audit Report, their actions and their proposed actions. This meeting will be in the Town Hall.

6. SAW MILL POND DAM PROJECT STATUS REPORT – S. COMTOIS

Mr. Comtois announced that the Town had received notification that would waive the work that the Highway Department was going to do at the project. Both Mr. Comtois and Mr. Thomo agreed to Scott Charpentier’s request (Lenard Engineering) to meet him at the Saw Mill Pond Dam site at 9:00 am on Tuesday

morning the 25th of September. This will be posted as a Selectmen's meeting in case decisions need to be made.

7. FIRE DEPARTMENT – ROOF REPAIRS – S. COMTOIS

Mr. Comtois reported that there is a possibility that the high school would be able to put the new roof on the Fire Department this fall and he is following up on this.

8. UNITED NATIONS PROCLAMATION

It was agreed to wait until the next meeting and discuss this.

9. SIGN BROWNFIELD CLOSE-OUT DOCUMENTS

These documents were not received but will be placed on the Special Meeting agenda for Tuesday, September 25, 2012.

10. DISCUSS POSSIBLE RELEASE OF EXECUTIVE SESSION MINUTES

Mr. Comtois suggested waiting to discuss this until after Mr. Heller's return.

11. APPOINTMENTS/RESIGNATIONS (MODERATOR, CONSTABLE, POLICE OFFICER, CIPC)

Resignation: A resignation letter was accepted by the Town Clerk at the September 9, 2012 Special Town Meeting by Moderator, William Frangiamore, effective upon the close of that meeting because he will be moving from Brookfield.

Moderator: A letter of intent was received from Mr. Donald Faugno requesting appointment as Moderator. Mr. Thomo moved to appoint Mr. Faugno as Moderator with a term to expire at the 2013 Annual Town Election; Mr. Comtois seconded; so voted.

Police Officer: A request was received from Police Chief Michael Blanchard to re-appoint officer Daniel Ausmus, retroactive to July 1, 2012. Mr. Thomo so moved to appoint officer Daniel Ausmus with a term from July 1, 2012 to expire on June 30, 2013; Mr. Comtois seconded; so voted.

Capital Improvement Planning Committee (CIPC): Mr. Thomo moved to change the membership of Mr. Gerald Johnson from active member to alternate member with his term to expire on June 30, 2013; Mr. Comtois seconded; so voted. Mr. Thomo further moved to appoint Mary Lou Knight to a full membership on the CIPC as a representative of the Advisory Committee, with a term to expire on June 30, 2013; Mr. Comtois seconded; so voted.

Vacancies: Recently vacated positions vacated by the death of Mr. Joseph Murray are Constable and Water Commissioner. Both positions are elected. The Water Commissioner position appointment until the next election will have to be a joint appointment by the Selectmen and the remaining Water Commissioners. Applications are being accepted by both boards.

12. MONTHLY REPORTS -- CONTENT

The Building Inspector, Mr. Jeffrey Taylor, had written to ask the Board what kind of information they wanted him to include in his monthly report to them. It was decided to ask for a list of what was done during the month to include any issues that came about and suggestions regarding issues “coming down the pike” that the Selectmen need to address. It was noted that both Mr. Taylor and Mr. Gary Simeone, Zoning Enforcement Officer, both did an excellent job of keeping the Board advised of possible problems.

13. RATIFY REQUEST TO USE TOWN COUNSEL - ASSESSORS

Mr. Comtois entertained a motion to ratify approval he had given to the Board of Assessors to contact Town Counsel in a matter regarding abatements that could not wait until this meeting; Mr. Thomo so moved; Mr. Comtois seconded; so voted.

Correspondence:

14. OPEN MEETING LAW COMPLAINT STATUS

Mr. Comtois explained that the Board had received an Open Meeting Law Complaint from Mr. James Correia, owner of Whites Landing, because their request for minutes of the July 9, 2012 meeting (that they attended) was not received within the specified time. The Administrative Assistant forwarded the minutes to Mr. Correia the morning after the Board approved the minutes and answered the complaint to Office of the Attorney General. A letter from the Division of Open Government, Office of the Attorney General was received on September 10th indicating that the matter was considered closed. (copy attached)

15. WORCESTER REGIONAL RETIREMENT SEMINAR ON DISABILITY RETIREMENT (10/4/12 IN LEOMINSTER)

It was not indicated if anyone would attend this seminar or not.

16. ETHICS – FORMAL ADVISORY OPINION

A copy of a formal advisory opinion was received from the Ethics Commission was received that “explains how the conflict of interest law, G.L. C. 268A, applies to municipal employees who solicit donations or engage in fundraising on behalf of the municipality where the persons and entities approached for a donation may

have business dealings with the municipality or its agencies or employees.” A copy was already sent out to all departments.

17. NOTICE: MMA LEGISLATIVE BREAKFASTS

It was not indicated if anyone would attend any of these breakfasts or not.

18. REMINDER: REGIONAL SELECTMEN’S MEETING, THURSDAY, SEPT 20TH.

The agenda for this meeting was reviewed and Mr. Thomo will attend.

19. ANNOUNCEMENT: EPA BROWNFIELD GRANT GUIDELINES

Receipt was acknowledged but no action was taken if the Town should apply for a grant relating to properties either at the Town Hall yard, 7 Prouty Street, or the Finney property.

20. MMA’S CHAPTER 90 SURVEY

This survey is being completed by the Highway Department.

21. CENTRAL MA PLANNING – “CENTRAL THIRTEEN PRIORITIZATION EFFORT” – CLARENCE SNYDER

An e-mail was received from Mr. Clarence Snyder, Brookfield resident and President of the Hamilton Rod and Gun Club in Sturbridge. He had attended the above meeting and “was disappointed to learn that Brookfield was not included in the efforts of the Central Thirteen Prioritization effort and expressed my concern to the CMRPC leadership present. Based on the several priorities outlined by the groups in Sturbridge, Spencer and Charlton, both Brookfield and East Brookfield need to be included in this effort.” No action was taken. (copy attached)

22. MEMO: REGARDING FUNDING OF DISTRICT LOCAL TECHNICAL ASSISTANCE (DLTA)

Central Massachusetts Regional Planning (CMRPC) sent the Board a notice that funding was now available for grants under the District Local Technical Assistance (DLTA) program. Mr. Thomo will take this to the Regional Selectmen’s meeting in West Brookfield on Thursday evening as this is a regional grant and they may have ideas of projects that could be applied for.

Other:

23. WAGE AUTHORIZATION FORM - CEMETERY

This was passed over until the form has been reviewed and approved by the Personnel Board.

ADJOURNMENT:

At 8:08 pm, Mr. Comtois entertained a motion to adjourn the meeting; Mr. Thomo so moved; Mr. Comtois seconded; so voted.

Respectfully submitted

Donna L. Neylon, Administrative Assistant

Approved: October 16, 2012