

MINUTES OF SELECTMEN'S MEETING

This meeting of the Board of Selectmen was called to order at 6:01PM on Tuesday September 24, 2019 in the Town Offices 215 North Main Street North Brookfield. Dale Kiley and John Tripp present, Jason Petraitis absent.

Approval of minutes: Mr. Tripp moved, and Mr. Kiley seconded, a motion to approve the meeting minutes for September 3rd and September 10th. So voted. Approval for the September 13th minutes will be approved at next week's meeting as Mr. Kiley was not present for that meeting and Mr. Petraitis is not present for this meeting.

Mr. Kiley and Mr. Tripp spoke briefly about free cash and the Town's needs. Mr. Kiley said the library needs some work done on the roof and asked Dawn to get a quote for repair. The Police Department needs some repair work and portable radios. Mr. Tripp mentioned the cameras at the PD need work but Mr. Kiley said that issue was resolved.

Peter Peloquin from CMRPC was present to discuss the MVP grant program. James Nyberg was present to hear about the program. MVP program is a grant program that looks to resolve issues while looking down the road 20-30 years. Once the Town of North Brookfield becomes MVP certified they can apply for the grant which is two parts: planning and action. The planning part would be no cost to the Town besides municipal hours, there would be a one-day workshop where strengths and weaknesses are identified and prioritized. The workshop would be private and invite only to all stakeholders in town. Potential guests would be town departments, committees, and businesses in town. The workshop would be held locally and guests would come prepared with a list of their concerns. MVP program rewards the communities that are actively pursuing other grants and taking advantage of opportunities to improve their community. There are about 65 towns in Massachusetts that are MVP certified. This grant program is somewhat competitive but only at the state level, and CMRPC employees are very excited with the progress North Brookfield has made and see great potential for future grant awards. Some of the projects Peter mentioned would be the culvert running through town, Dale mentioned connecting everything to the rail trail. Peter said there's potential to purchase property through this grant. Dale believes it's worth it to get certified and move forward with the process. Peter will email Ashley sample letters for different departments to sign and return to Ashley within a week so she can return the letters to Peter. Applications for the program will be opening in late September/early October. Peter reassured that he would be available through the whole process to help us. Mr. Kiley signed the letter of support.

Shawn from CBS/Xerox gave a presentation on their company. They have a contract, MHEC, with the state for consumables for printers. They can get us toner at cost and service for the machines. Shawn had a handout prepared for the Board. CBS already has contracts with the North Brookfield Schools and Sewer Department. They've done research on the town offices for about 9 months and based on the numbers of prints and amount of toner that is gone through they can save us \$900 a year while also replacing an outdated machine in the Board of Health's office. After the 3-year contract is up the printer would be ours. Jim Nyberg was saying they are very happy with the service provided by CBS. They had an issue with a printer and it was repaired within 24 hours. Shawn can do quarterly reviews to make sure we're on track with the contract. We can order the toner as needed through the phone or website, and any machine that is hooked up to the network would be monitored remotely and sent toner as

needed. We can order splitters to get most of the machines on the network, but it's not a necessity. Shawn will place stickers on each of the machines with a unique machine # and a service # so that anyone can order toner or submit a ticket for service. We can pay monthly, quarterly, or yearly. Mr. Kiley asked if John had any objections to the contract, he did not. Mr. Kiley signed the contract.

Doug Blood was in to discuss his need for phone and internet at North Brookfield Emergency Management Agency. The phone line system has been down for a year, the school says it's on Verizon's end, Verizon says it's on the school's end. Doug has been in contact with Spectrum/Charter, they sent a survey crew out that discovered there is a designated line from the pole to the building. Doug got a quote for internet and phone, \$99 initial installation fee, \$29.99/month each for two phone lines (\$59.98/mo), and \$44.99/mo for internet. Annually it would be a cost of about \$1260.00 (not including initial installation fee). Doug gave Dale a copy of the quote, which Ashley gave to the Town Clerk to bring to FinCom for review. Doug, Mr. Tripp and Mr. Kiley discussed the siren on Bell Hill, it needs new batteries and a charging system. Joe Holway is working on it and the possibility of moving it into the center of town was discussed as its current placement on the hill makes it difficult for North Brookfield residents to hear it. Troy Brown installed the siren years ago, Mr. Tripp would like him to take a look at it. Doug said Troy has been fantastic over the years. Doug mentioned possibly getting a system that can charge the batteries through solar power as opposed to the \$65/month National Grid was charging years ago. Mr. Tripp feels \$65 is too high a price and thinks it can and should be lower, Doug should talk to National Grid about that. Dale told Doug that free cash has recently been certified and he should write up a proposal and bring it to FinCom. Doug would like his yearly budget to be increased, he would have to go before FinCom while budgets are being made. Doug has a 2006 Expedition that is junk, will give to FD for practice. FD giving Doug old rescue one when all useful equipment is stripped. Doug has been talking with Bobby Parson's to find a dealer that would make a trade for a used box truck or ambulance that would better suit NBEMA's needs. Doug would like a box truck, storage for his generator, sign, and any potential vehicle he gets, as well as money to redo a trailer he's in possession of to make suitable for emergencies. Dale told Doug to write a letter to FinCom with his wishes and financials. Doug also asked what was going to happen with the old fire station when the new one is built. The board said they don't know, as the new fire station hasn't been approved yet. If it does get approved it would still be years before anything could be done with the old station, Doug said he'd love to use it for storage if possible. There was also some discussion about the 1947 Buffalo Fire Engine that the Town has. Dale thinks it would be great if we could get it restored to use for Town events.

The North Brookfield Sewer Department and the Board of Selectmen will meet with representatives from East Brookfield to discuss extending sewer lines into East Brookfield. The meeting will be on October 3rd @ 5:30 at the North Brookfield Police Department.

Dale signed the letter drafted approving weekend shifts for the Fire Chiefs.

Ashley will be getting quotes for IT support for the Town Offices.

Mark Buzzell emailed Ashley about speeding on Hillsville Road, she will forward email to Chief Mark Smith.

CMRPC needs to designate an Environmental Certifying Officer. This used to be Leslie, Ashley will take over and Dale will sign letter at next BoS meeting.

Ashley received complaint from Bill Skrobul regarding a charge for ambulance use, Ashley will forward to Chief Joe Holway.

Ashley will give Thomas Miner, janitor at Town Offices, more timesheets to be filled out.

Holly Kularski requested a 3-year appointment as Veteran's Agent, Dale approved.

Dale is going to inform Ryan Daley of his appointment to Harbormaster.

Ashley has created a contact sheet to have town employees, committee and board members fill out so she can make communications more efficient.

John Tripp will look for a folder with the applications and resumes of the job applicants to Admin Assistant. Ashley will send out thank you letters when she receives the folder.

Ashley would like to attend the MMA Annual Meeting & Trade Show in January 2020. Ashley will get information about the cost and hand in to BoS for approval.

There being no further business, at 8:30PM Mr. Tripp moved, and Mr. Kiley seconded, a motion to adjourn. So voted.

Respectfully Submitted,

Ashley Barre

Administrative Assistant to the Board of Selectmen