

MINUTES OF SELECTMEN'S MEETING NOVEMBER 5, 2014

Chairman Smith called the meeting to order in the Senior Center at 6:15 PM with Mrs. Walter and Mr. Hevy also present. Mr. Smith reminded those in attendance that the meeting would be both audio and video recorded.

Present in the audience were Charles and Claudette Marshall.

I. APPROVAL OF MINUTES

- **October 21, 2014**

Mrs. Walter moved, and Mr. Hevy seconded, a motion to approve the minutes of October 21, 2014 as written. So voted.

- **October 29, 2014**

Mr. Hevy stated that he would like to add some additional information to these minutes under Old Business item "D" reflecting that he requested a quote from Mr. Wilson for equipment for the Fire Department radio frequency to be used for budgeting purposes. Mr. Hevy will make the changes and forward them to Leslie. Mrs. Walter moved, and Mr. Hevy seconded, a motion to approve the minutes as amended. So voted, with Mr. Smith abstaining because he was not present at that meeting.

- **November 3, 2014**

Mrs. Walter moved, and Mr. Smith seconded, a motion to approve the minutes of November 3, 2014 as written. So voted, with Mr. Hevy abstaining because he was not present at that meeting.

II. APPROVAL OF WARRANTS

- **School Warrant #1022 for \$57,233.45**
- **General Warrant #1023 for \$329,664.41**
- **Payroll Warrant #9 for \$317,119.34**

Mrs. Walter moved, and Mr. Hevy seconded, a motion to approve the aforementioned warrants. So voted.

III. PUBLIC PARTICIPATION

- **The public has the opportunity to briefly comment on agenda items through the Chairman**

Mr. Smith read the aforementioned information.

IV. FINANCIAL REPORT

Mr. Smith noted that there is no new financial information to report.

V. OLD BUSINESS

- **Town House update**

Mr. Smith noted that the Selectmen have previously spoken about the \$1 million grant to the Town to be used for the Town House. The Board has appointed a Town House Advisory Committee to coordinate plans to use these grant funds.

Mr. Hevy reported that the committee had its first meeting this past Monday. Mr. Hevy reviewed the guidelines for the committee that the Selectmen outlined last week. The committee elected its officers: Peter Shipman will serve as Chairman, Jason Petraitis as vice-chairman, and Trish Miller as secretary. The group also reviewed the Preservation Restriction for the building, the 2007 S E A plans and specs, and the fact that Fuss and O'Neill is the LSP of record.

The committee reviewed the proposed timeline and the June 30, 2015 deadline for completing the work. Mr. Hevy has asked all of the members to be sworn in by the Town Clerk, and to take the required ethics exam.

Mr. Smith noted that the Selectmen are sending a letter to Mr. Patel of the Executive Office of Housing and Economic Development asking for an explanation of "capital improvement." (Attachment #1)

Mrs. Walter asked which committee members were in attendance at the meeting, and Mr. Hevy stated that he, Mr. Shipman, Mr. Petraitis, Ms. Miller, Mr. Underwood, and Mr. Skowron were there, along with Brad Miner from the Worcester Telegram. Mr. Hevy will update the Board weekly on the progress of the committee.

- **FY2016 Budget Policy and Guidelines**

The Selectmen reviewed the preliminary FY2016 Budget Policy and Guidelines. (Attachment #2) Mr. Smith stated that he will contact Mr. Lubelczyk of the Finance Committee to try to schedule a meeting for November 17th. The Budget Guidelines still need some work, but the Budget Policy is fine when the dates are changed to coincide with the dates on the Budget Timeline. Mrs. Walter moved, and Mr. Hevy seconded, a motion to approve the FY16 Budget Policy as amended. So voted.

- **Letter re: Fire Department grant**

The Selectmen reviewed a letter to be sent to Governor Deval Patrick regarding the \$2 million capital appropriation for the North Brookfield Fire Department. (Attachment #3) We need to explain to Governor Patrick why North Brookfield is in need of these funds. The Fire Department put together a comprehensive list of problems to be referenced in the letter. Mr. Hevy stated that he would like to make some additions to the letter.

Mr. Smith stated that he thinks Governor Patrick may defer some projects for the new governor to approve.

Mr. Smith also noted that Joe Holway of the North Brookfield Emergency Medical Service called today to say that the squad had their annual state inspection today and passed with a 100% rating. This is excellent news for the squad and for the Town.

VI. NEW BUSINESS

- **Conflict of Interest disclosure from Mr. Hevy**

Mr. Smith reviewed a Conflict of Interest disclosure from Mr. Hevy. (Attachment #4) Mr. Hevy disclosed that he is a North Brookfield firefighter in addition to serving as a selectman. Mrs. Walter moved, and Mr. Smith seconded, a motion to approve an exemption allowing Mr. Hevy to hold and be paid for both positions. So voted, with Mr. Hevy abstaining. The disclosure will now be filed with the Town Clerk.

- **Sign COA Formula Grant agreement**

Mrs. Walter moved, and Mr. Hevy seconded, a motion to approve and sign the state contract for the Council on Aging's Formula Grant for \$7,242.96. (Attachment #5) So voted and signed.

- **Approve forfeiture of driveway permit fees**

This item was withdrawn from the agenda at the request of the Highway Department.

VII. DEPARTMENTAL REPORTS

There were no departmental reports

VIII. ANNOUNCEMENTS

- **VETERANS' DAY CEREMONY**

Mr. Smith announced that there will be a ceremony on Veterans' Day, November 11th, at 10 AM in front of the library. The event is sponsored by the VFW and the American Legion.

- **VFW Poppy Drive**

Mr. Smith read an announcement from Frank Potter announcing that the VFW will be holding their annual Poppy Drive this Thursday and Friday in front of the Cumberland Farms store on Main Street.

- **Winter Parking Ban**

Mr. Hevy announced that the Winter Parking Ban will begin on November 15th. The first infraction will result in a warning, but future violations may result in a fine or the towing of the vehicle.

- **Toys for Joy**

Mr. Smith announced that the annual Toys for Joy will be held again this year for needy children. Sign-up forms are available from the Police Department, and must be returned by December 8th.

IX. PENDING/FUTURE AGENDA ITEMS

- **See attached listing**

The Board discussed the list of pending and future agenda items. It was agreed to add the two meetings regarding Chapter 70 School Funding to next week's agenda, along with an update for the CDBG Infrastructure Study. In addition, the upcoming retirement of Water Superintendent Steve Jones should be added for future discussion.

X. EXECUTIVE SESSION

There was no Executive Session.

There being no further business, at 7 PM Mrs. Walter moved, and Mr. Smith seconded, a motion to adjourn. So voted.

Respectfully submitted,

Leslie Scott Burton
Administrative Assistant