

NORTH BROOKFIELD BOARD OF SELECTMEN

JULY 2, 2012 – 7:00 PM
Senior Center, 20 Forest Street

Chairman Petraitis opened the meeting at 7:00 PM with the Pledge of Allegiance to the Flag. Selectmen, Richard Chabot and Mary Walter were also present.

I. APPROVAL OF MINUTES OF JUNE 19, 2012

Mrs. Walter moved Mr. Chabot seconded a motion to approve. So voted.

APPROVAL OF MINUTES OF JUNE 22, 2012

Mrs. Walter moved, Mr. Chabot seconded a motion to approve. So voted. (Minutes are available in the Selectmen's Office)

IA. APPROVAL OF GENERAL WARRANT #1070 FOR \$231,850.52 APPROVAL OF PAYROLL WARRANT #27 FOR \$246,705.01

APPROVAL OF WATER WARRANT #1000 FOR \$216,958.69 APPROVAL OF GENERAL WARRANT #1001 FOR \$462,311.54

Mrs. Walter moved and Mr. Chabot seconded the approval of Warrant #'s 1070, 27, 1000, and 1001. So voted.

IB. PUBLIC COMMENT PERIOD

There was no response to Mr. Petraitis invitation for public comment.

II. OLD BUSINESS

A. DANE FALARDEAU RE: SIGN FOR BRICKYARD ROAD POND

There was a brief discussion regarding the need for a sign "Keep off the Dam" at the Pond on Brickyard Road. Mr. Falardeau

explained that he hoped it would keep people from damaging the dam. Mr. Chabot stated that he would like the sign to include the wording "Per the North Brookfield Conservation Commission".

Mr. Petraitis moved and Mrs. Walter seconded a motion to approve the sign including the statement "Per the North Brookfield Conservation Commission". So voted

B. SELECTMEN'S JULY MEETING SCHEDULE, JULY 17TH AND JULY 31ST MEETINGS

Mr. Petraitis stated that he would not be able to attend the BOS meetings on Tuesday July 17 and July 31 due to a requirement to attend classes. He asked if the meetings could be held on Mondays instead with the agreement of the Board. There was no objection made to this change. Mrs. Walter moved and Mr. Chabot seconded a motion to move the July Board meetings to Mondays.

C. LETTER OF SUPPORT FOR PLACING TOWN HOUSE ON MOST ENDANGERED BUILDINGS LIST

Mr. Petraitis read a draft of a letter of support for the Friends of the Town House application to Mass Preservation (Attachment #1) for the 2012 designation of the North Brookfield Town House as a Most Endangered Historic Resource. Mrs. Walter moved and Mr. Chabot seconded a motion to approve, sign and send the letter of support. So voted.

Mrs. Walter asked if she could update the Town on the progress of the Town House Project. Mr. Petraitis agreed.

Mrs. Walter stated that the Bell Tower and Roof were the highest priority considering the 2011 storm damage, which resulted in the removal of the Tower from the building. She stated that funding (\$50,000) from Massachusetts Historic Commission (MHC) had been applied for and approved with the assistance of Senator Brewer, pending receipt of architectural and structural design plans being submitted to MHC for approval. The architectural drawings are complete and the design work is in process.

Grant applications are in process. The Friends of the Town House applied for and received a \$5,000 grant from the National Trust for Historic Preservation.

Since 2008 remediation of the property has proceeded with Grant funds through the Central Massachusetts Regional Planning Commissions Brownfields Program. To date Phase I and II have been completed and a final phase is in progress, which will hopefully close the project with DEP/EPA. Total grant funding received to date is \$159,000. There has been no cost to the Town to date for the remediation of the Town House property.

Additional fund raising efforts are in process with the goal to restore the building with private and public funds through grants, tax incentive programs and capital campaigns.

D. AMBULANCE CONTRACT

There was a brief discussion of the 2013 North Brookfield Emergency Squad contract (Attachment 2). The changes noted were the term (6 months not a year), lump sum payment of \$25,000 instead of quarterly, and monthly reviews with the Board of Selectmen regarding the financial status of the squad. Joe Holway was present to sign the contract and to answer questions. Mrs. Walter moved and Mr. Chabot seconded a motion to sign the 2013 Contract with NBEMS.

E. AWARD FUEL BIDS

Mr. Petraitis read the award of the fuel bids recommended by Highway Superintendent. Gary Jean. (Attachment #3)

Mrs. Walter moved and Mr. Chabot seconded a motion to accept the recommended bids.

F. AWARD ROAD MATERIAL BIDS

Mr. Petraitis read the award of the road material bids recommended by Highway Superintendent. Gary Jean. (Attachment #4)

Mrs. Walter moved and Mr. Chabot seconded a motion to accept the recommended bids.

III. NEW BUSINESS

A. MAY POLICE REPORT

Mrs. Walter read the May, 2012 Police report (Attachment #5). In his report the Chief emphasized the importance of public reporting of suspicious activity. There were the following reports 33 incidents, 11 arrests, 3 accidents, 17 Civil Citations, 1 Restraining Order and 5 Marijuana By-Law violations

Mrs. Walter moved and Mr. Chabot seconded a motion to accept the May Police Report submitted by Chief Aram Thomasian

B. REQUEST FOR AVAILABLE TIMES FOR MEDIATION

Chairman Petraitis questioned discussion of the subject of mediation. Since the only item being discussed in the email from Attorney Felper (Attachment #6) was the date of mediation, that the subject could be discussed.

After a brief discussion about the available dates, Mr. Chabot moved and Mrs. Walter seconded a motion to schedule mediation for August 13, 2012 at 5PM. So voted.

After consulting a calendar to determine the best date, it was further clarified that the July Selectmen's meetings would be held on Monday July 16 and Monday July 30.

C. MSBA LETTER

Mr. Chabot read a letter drafted at the request of Kevin Sullivan of the Massachusetts School Board Authority (Attachment #7) regarding the second phase of the elementary school windows project feasibility study funding and project funding plan. There were no objections discussed.

Mr. Chabot moved and Mrs. Walter seconded a motion to sign the letter. So voted.

D. REQUIREMENT OF TIME SHEETS FOR ALL EMPLOYEES

Mrs. Walter stated that the audit was still reflecting that all employees were not filling out time sheets that were implemented two years ago. It was agreed that anyone who received a bi-weekly payroll is required to fill out a time sheet and submit it to a supervisor or the Town Accountant prior to each warrant deadline.

Mr. Chabot suggested that a letter be sent out to each employee stating this requirement.

Mr. Chabot moved and Mrs. Walter seconded a motion to send employees a letter regarding the mandatory use of time sheets. So voted.

E. WORK AT HOME POLICY

Mrs. Walter stated that she did not think that there was a “work at home” policy at present. Mr. Petraitis stated that the biggest complaint that he hears is that employees are not available during posted hours. Mr. Chabot stated that there should be a policy, but exceptions should be made to accommodate short-term absence due to injury or a reasonable reason. Mrs. Walter added that working at home and being paid was what was being discussed. Most employees take work home occasionally for a variety of reasons, but are not being paid. Approval of the Board would be required on a case-by-case basis. Mr. Chabot moved and Mrs. Walter seconded a motion to draft a policy for approval at a future date.

IV. ANNOUNCEMENTS

A. ANNOUNCEMENT FROM SENATOR KERRY’S OFFICE

Mr. Petraitis read an email (Attachment #8) from Evan B. Dell’Ollio, Senator John Kerry’s Regional Representative located in Springfield, MA. Senator Kerry is expanding services available through his Springfield office to extend his presence in Western Massachusetts and Mr. Dell’Ollio will have office hours Monday through Friday from 9:00 a.m. to 5:00 p.m..

B. ZBA HEARING NOTICE

Notice of ZBA hearing at the Haston Library conference room (Attachment #9) Wednesday, July 25 at 6:30 p.m. Review of and meeting to discuss a variance of the front set back to construct a porch at 24 Hillsville Road.

C. DOG LICENSES ARE NOW OVERDUE. THERE IS A \$5 LATE CHARGE, WHICH WILL GO UP TO \$25 AFTER SEPTEMBER 1ST.

Mr. Chabot read the Dog License announcement as stated.

D. AUGUST 18TH ANNIVERSARY EVENTS

Mr. Petraitis read an announcement (Attachment #10) of the many activities going on at the Olde Home Day 200th Anniversary celebration on August 18.

Mrs. Walter added a special fund raising event, which includes Olde Home Day and is called "Skies the Limit". Many valuable prizes are being raffled between now and August 18. Tickets will also be sold on Olde Home Day. Drawings will be part of the day. (Attachment #11)

V. FUTURE AGENDA ITEMS

No future agenda items were discussed.

Mrs. Walter moved and Mr. Petraitis seconded a motion to adjourn at 7:43 PM. So voted.

Respectfully submitted,

Mary Walter
Vice Chairman