

MINUTES OF SELECTMEN'S MEETING DECEMBER 6, 2016

Chairman Walter called the meeting to order in the Senior Center at 6:05 PM with Mr. Hevy and Mr. Kiley also present.

I. APPROVAL OF MINUTES

- **November 29, 2016**

Mr. Hevy moved, and Mr. Kiley seconded, a motion to approve these minutes as written. So voted.

II. APPROVAL OF WARRANTS

There were no warrants.

III. FINANCIAL ITEMS

There were no financial items.

IV. OLD BUSINESS

A. Sick leave buyback policy

Mrs. Walter noted that she has not heard back from Mary Alicardi yet. This will be on old business next week.

B. Safety Committee recommendations

There was no report from the Safety Committee. Mrs. Walter noted that Fire Chief Brad Gannon had spoken to the Selectmen last week about adding additional members to the committee. This will also be on old business next week.

C. Highway Superintendent interview questions

The Selectmen reviewed 12 questions to be asked of the two candidates for Highway Superintendent at their interviews on the 12th. (Attachment #1) It was agreed to delete the portion of the first question that is in parentheses. Leslie will make the correction and provide each Selectman with a copy for each of next week's interviews.

D. 98 Shore Road

Leslie reported that she has received a list of abutters from the Assessors, and will draft a letter to be sent asking if there is any interest in purchasing the property.

Resident Brandon Avery noted that this parcel of land is designated as Town Forest, and cannot be sold without voter approval. The Selectmen acknowledged that they are already aware that this will require town meeting approval.

V. NEW BUSINESS

A. Community Development Strategy forum

Chris Dunphy of Pioneer Valley Planning Commission was present to discuss the Town's Community Development Strategy (CDS) for 2017. Mr. Dunphy provided an explanation of how and why this is needed. (Attachment #2) He noted that the Town

plans to apply for Community Development Block Grant (CDBG) funds in 2017 in order to keep working on the North Common Street infrastructure project. The CDBG program is made to benefit people of low to moderate income levels. The Town and the residents need to collaborate on the Community Development Strategy.

In the 2013 CDS housing and infrastructure were identified as priorities. The CDS is only good for three years, so a new strategy for 2017 must be developed.

Mrs. Walter noted that the Town's Master Plan will expire in 2017.

Resident Suzanne Lewandowski asked if funds were available for other activities such as the NB Cares newsletter or the Substance Abuse Task Force. Mr. Dunphy stated that he did not think those activities would fit within this new grant application, but he told Ms. Lewandowski that he would like to speak with her further about possible funding.

Mr. Dunphy suggested that the Selectmen allow public comment on the strategy through the beginning of January, and have the Selectmen adopt the new strategy at their January 3rd meeting.

B. North Common Street project update

Dan Rebello, Senior Engineer for Stantec, was present to speak to the Board about the North Common Street infrastructure project. Mr. Rebello provided an updated estimate of the project costs. (Attachment #3) Mr. Dunphy noted that since the estimated cost exceeds the allowable amount of the grant, it may be necessary for the Selectmen to commit to using Chapter 90 funds to complete the paving of North Common Street after all of the underground work is finished.

Mr. Rebello noted that the proposed infrastructure improvements will fix problems both underground and above ground. There will be a new water main with new services and valves going up North Common Street to replace a pre-1900 main, along with new hydrants from Grove Street to Mr. Guyot Street.

In addition, there will be 350' of new sewer line between Birch Street and Mr. Guyot. The other portions of the line have already been rehabbed. The storm water drainage system will be improved by replacing some lines and catch basins with deeper "sumps," and providing future connections to eliminate the lines that go behind residences further down towards Gilbert Street.

The surface work will consist of completely reconstructing the base layer and new pavement of the road to include 5' wide bituminous sidewalks with "cape cod" curbs up to Birch Street.

Mr. Dunphy noted that he really needs to hear from residents in order to make the case for funding of the grant. He urged area residents to offer their comments to be included in the grant application.

Mr. Dunphy said that the grant application deadline is March 15th, and he expects that there will be another public forum mid-February.

C. Annual license renewals

The Selectmen reviewed the list of licenses to be renewed for 2017. (Attachment #4) Mr. Hevy moved, and Mr. Kiley seconded, a motion to approve the licenses for renewal, pending payment of all charges due to the Town of North Brookfield. So voted.

D. Bates Observatory update

Mr. Kiley provided a proposal for creating a committee to oversee the demolition of the Bates Observatory and the construction of a commemorative area open to the public on the site of the tower, using the \$90,000 currently available. (Attachment #5) Mr. Kiley suggested a 7 member committee to include himself and Water Superintendent Rich Kennan, along with representatives from the Town's historical committees, the parks committee, and the Planning Board.

Resident Brandon Avery of the Historic Commission noted that he worked with John Lane and Bob Potvin several years ago on this project, and there is no way that the funds available are enough to rehab the tower. The Selectmen agreed to discuss this again and see if there is interest from residents in joining the committee.

E. Request for Bell Tower lighting

The Board reviewed an e-mail from Joan Small of the Friends of the Town House group asking for permission to pursue the idea of lighting up the Town House Bell Tower, at least for the holidays. (Attachment #6) Mrs. Walter said that she is willing to speak with Troy Brown about how this could be accomplished.

F. New event policy

Mrs. Walter noted that this subject came about because there have been so many events lately in Town that the Selectmen, and even the Police and Fire Departments, did not know about. Fire Chief Gannon had suggested that a group wishing to use Town property or roads for an event come to the Selectmen first for approval, and then acquire sign-offs from the public safety officials as well.

Mr. Kiley said that it may be better if the group wrote to the Selectmen about the event, and then the Selectmen could refer the group to the Safety Committee. Mr. Hevy said that the Safety Committee should be the ones to draft the policy and any form to be signed.

Mr. Kiley said that he had approached Police Chief Smith about contacting local college students majoring in criminal justice for assistance. He also said that perhaps a member of the North Brookfield Emergency Management Agency (NBEMA) be added to the Safety Committee.

G. Town Collector interview questions

The Selectmen agreed to review the resumes received for the Town Collector position and develop questions to be asked of the candidates at their next meeting. Hopefully interviews will be conducted December 20th.

H. Meeting with FinCom

Finance Committee members Sheila Orsi, Peter Dupell and Chet Lubelczyk were present to speak with the Selectmen. Mr. Kiley said that what he understood from an e-mail sent by Ms. Orsi to the Selectmen is that the Finance Committee did not feel prepared for the last town meeting. Mr. Kiley apologized for that on behalf of the selectmen. Mr. Kiley outlined the plans for the upcoming budget season; the selectmen will develop a budget and send it to the Finance Committee. The Finance Committee will review the budget and be prepared to advise the voters at the spring town meeting.

Mr. Dupell stated that the November town meeting was a learning experience for him; he wants everyone to be better this time around. He would like to see more people attending the town meetings. He also said that he is pleased to see the improvements that have been made to the town's website. Mrs. Walter noted that the website is new, and every department can use its page to communicate with residents. The webmaster is more than happy to assist.

Mrs. Walter noted that the Selectmen have already sent to the Finance Committee the FY18 Budget Policy and Calendar. The Budget Guidelines are attached to the departmental budget forms by the Town Accountant. In January the Selectmen will begin work on the new budget using the governor's numbers and the departmental budgets that are submitted.

Mr. Kiley said that he would like the Selectmen and Finance Committee to meet before every town meeting. The Finance Committee should be involved in discussions about town finances.

Everyone agreed to try to communicate more during this budget season.

VI. ANNOUNCEMENTS

Mr. Hevy reminded everyone that the Fire Department will be holding a lobster and turkey raffle Saturday, December 10th at 7 PM at the American Legion. This is the department's main fundraiser for the year.

VII. PENDING/FUTURE AGENDA ITEMS

- **See attached list**

VIII. PUBLIC PARTICIPATION

Mrs. Walter announced that the public has the opportunity to briefly comment through the Chairman, with a two minute limit.

IX. EXECUTIVE SESSION

There was no Executive Session scheduled.

There being no further business, at 8:15 PM Mr. Hevy moved, and Mr. Kiley seconded, a motion to adjourn. So voted.

Respectfully submitted,

Leslie Scott Burton
Administrative Assistant

PROJECT STATUS AND PENDING/FUTURE SELECTMEN'S AGENDA ITEMS

PROJECT

NBDDP/Aztec
Solar contracts on Municipal Property
Purchase Orders
Creation of Financial Advisory Committee
Personnel policies
98 Shore Road
Electric aggregation
Community Compact projects
IT Grant
Town House restoration project

Efficiency and Regionalization grant
Bates Observatory

STATUS

Planning Final Remediation
Awaiting Planning B hearing
pending
pending
pending
pending
Waiting for final reports
in progress
FOTH Capital Campaign
launched 050917
due Feb 1st
pending