

## **MINUTES OF SELECTMEN'S MEETING APRIL 18, 2017**

Chairman Mary Walter called the meeting to order in the Senior Center at 6:00 PM with Selectmen Eric Hevy and Dale Kiley also present.

### **I. APPROVAL OF MINUTES**

- **April 4, 2017**
- **April 4, 2017 Executive Session**
- **April 11, 2017**

Chairman Mary Walter called for a motion to approve the minutes. Eric Hevy moved and Dale Kiley seconded the approval of the minutes of April 4, 2017. The vote was unanimous. Eric Hevy moved and Dale Kiley seconded the approval of the Executive Session minutes of April 4, 2017. The vote was unanimous. Eric Hevy moved and Dale Kiley seconded the approval of the minutes of April 11, 2017. The vote was unanimous.

### **II. APPROVAL OF WARRANTS**

- **School Warrant #1050 for \$253,720.67**
- **General Warrant #1051 for \$96,358.21**
- **Payroll Warrant #22 for \$301,906.42**

Chairman Mary Walter called for a motion to approve the Warrants. Eric Hevy moved and Dale Kiley seconded the approval of the Warrants. The vote was unanimous.

### **III. FINANCIAL ITEMS**

#### **A. Review of FY18 Budgets/Balance sheet**

The Selectmen reviewed a Budget Balance Sheet dated 4/25/16 based on the House Ways and Means budget provided by the Town Accountant and based on the assumptions that all FY18 budgets are approved as they were submitted (Attachment #1) and the total does not include special articles. Eric Hevy noted that New Growth was not in the proposal, which may reduce the amount overall deficit to somewhat under \$400,000.00.

Based on the Cherry Sheet figures (Attachment #2) of the House Ways and Means budget Estimated Receipts declined by \$83,000.00. Mary Walter stated that economic development plans are still in place, but probably will not have a positive budget effect on the FY18. She also suggested that revenue projections for next year should be reviewed at the budget meeting on April 25th.

### **IV. OLD BUSINESS**

#### **A. Employee Evaluation policy and Observation Form**

The members of the Board reviewed a final draft of the proposed Employee Evaluation Policy (Attachment #3), Employee Appraisal System (Attachment #4) and Employee Observation Report (Attachment #5). Several changes were made, voted and unanimously approved:

1. The three documents were separated by purpose not Exhibit letter.

Exhibit letter A and B references will be removed. Use instead "as approved by Selectmen."

2. Page 1 of the Appraisal Form under Appraisal Year Change "Calendar" to "Fiscal Year".

3. The Employee Observation Report will be used for 1 year and not carried forward.

4. Codify numbers for Employee Handbook policies.

### **B. Fire Building Committee appointments**

Fire Chief Brad Gannon was present with volunteers interested in being appointed to the Fire Building Committee. Chairman Walter called for a motion to appoint the Committee Members. Eric Hevy moved and Dale Kiley seconded a motion to appoint Police Chief Mark Smith, Fire Chief Brad Gannon, Fire Chief Joe Holway, resident Bob Smith, and resident volunteer David Harris to the Fire Building Committee. So voted unanimously.

Chairman Walter moved and Dale Kiley seconded a motion to appoint Eric Hevy to the Fire Building Committee. So voted.

It was recognized that Finance Committee member Chet Lubelczk who also volunteered for the committee was not present. Eric Hevy moved and Dale Kiley seconded the appointment of Chet Lubelcyk to the Fire Building Committee. The vote was unanimous. (Attachments #6,7,8)

### **C. Sign May 5<sup>th</sup> ATM warrant**

The Board read aloud the articles for the May 5th Annual Town Meeting. (Attachment #9) Chairman Mary Walter called for a motion to sign the Warrant for the May 5th Annual Town meeting. Eric Hevy moved and Dale Kiley seconded the motion to sign the May 5th Annual Town Meeting Warrant. The vote was unanimous.

## **V. NEW BUSINESS**

### **A. Police Chief Report**

Police Chief Mark Smith read his monthly report for February 2017 (Attachment #10) which included an announcement of the resignation of Officer Greg Pianka indicating that Officer Pianka's decision was due to significant scheduling and financial challenges that precluded him from providing the department with an adequate amount of available time. Chairman Mary Walter called for a motion to accept the Resignation of Officer Greg Pianka with regret.

Eric Hevy moved and Dale Kiley seconded the motion to accept the resignation of Officer Greg Pianka with regret. Eric Hevy also suggested sending a letter to Officer Pianka thanking him for his service to the Town.

Police Chief Mark Smith read his Monthly Report for March 2017 (Attachment #11). Chairman Walter asked if there were any questions for the Chief. Eric Hevy asked how the unwanted medicine disposal was working out at the Police Station. The Chief

stated that the program was going very well under the direction of Officer Chris Donais. The Chief explained how the program works and encouraged the public to take advantage of its use to keep medications from affecting children or being disposed into the environment through septic systems or other disposal means. There being no further questions Chairman Mary Walter called for a motion to approve Chief Smith's February and March Reports. Eric Hevy moved and Dale Kiley seconded a motion to approve Chief Smith's February and March Reports. The vote was unanimous.

#### **B. Fire Chief report**

Fire Chief Brad Gannon read his monthly report through March 2017 (Attachment #12) which included the number of calls, permits and false alarms. In addition, he provided a cost report on the various elements of the department budget. Chief Gannon also reported that the photo fund raiser raised \$4,440.00 for the department and expressed his gratitude for the donations.

The Chief also gave an update on the use of the new pumper truck and recent training and live use of the truck in Spencer on several fires. He reported that the truck was perfect for the Town and praised the manufacturer and its staff for the high level of cooperation in preparing the Town's firefighters in its use. The Chief presented a request for funds from the Finance Committee as a point of information. (Attachment #13) Chairman Mary Walter called for a motion to approve Chief Gannon's March report. Eric Hevy moved and Dale Kiley seconded the approval of the Chief's March report. The vote was unanimous.

#### **C. Request for appointment as Election Warden**

Town Clerk Sheila Buzzell sent a letter of request to the Board for the appointment of Carole E. Ryback as a Warden-unenrolled (Attachment #14). Chairman Mary Walter called for a motion to appoint Carole E. Ryback as a Warden-unenrolled. Eric Hevy moved and Dale Kiley seconded the appointment of Carole E. Ryback as a Warden-unenrolled. The vote was unanimous.

#### **D. Stoddard Road pole petition at 6:30**

At 6:30 PM Chairman Mary Walter called for a recess of the Open Meeting to further open a Public Hearing on a pole petition (Attachment #15) of National Grid only to resume the Open Meeting at the close of the Public Hearing. There were no abutters in attendance at the meeting. Steve Soucy representing National Grid explained the details of installing 1SO pole beginning at a point approximately 1,200 feet southeast from the intersection of New Braintree Road and Stoddard Road. Dale Kiley asked exactly where the pole would be placed. Mr. Soucy stated that the pole will be placed across the road from pole 29 approximately five feet from the road near the rock wall boundary of the property at 10 Stoddard Road. There being no further questions or comments Chairman Mary Walter called for a vote to give permission to National Grid to install the 1 SO pole as described in pole petition No. 22553886. Eric Hevy moved and Dale Kiley seconded a motion to give permission to National Grid to install the 1 SO pole as described in the pole petition. The vote was unanimous. The hearing was adjourned to continue the Open Meeting at 6:45 PM.

### **E. Presentation of 2016 Town Report**

The following individuals were present to accept the 2016 Town Annual Report; Joe Holway, Kim Davis and volunteer members of the Town Forest Committee; Anne Hicks, Harbour Hodder and volunteer members of the Friends of Wendemth Meadow; Ellen Smith, designer of the report cover were all thanked for their hard work and dedication to completion of their projects and presented with copies of the 2016 Town of North Brookfield Annual Report by the Selectmen. In addition the Board read the names of all of the appointed volunteers of both committees acknowledging their dedication to preservation and recreational use of the properties.

## **VI. ANNOUNCEMENTS**

### **A. Election update**

Dale Kiley read the Town Clerk's Announcement on the May 1st Election and the Contents of the Ballot. (Attachment #16)

### **B. Vacancies on Town Boards**

No announcement. No information available.

### **C. Dog licenses are now due**

Mary Walter read the Town Clerk's Announcement on the Availability of Dog Licenses (Attachment #17)

### **D. Haston Library May Festival**

Mary Walter read the details of the Library May 6th Festival of Local Food Farms and Gardens, 10:00AM - 2:00pm. The deadline for registration is April 20. (Attachment #18)

### **E. EQLT Raffle tickets for sale**

Dale Kiley read the details of the 2017 EQLT Fundraising Raffle with 30 days of prizes with one winner every day in June, 2017. \$20.00 per ticket that can be used every day. (Attachment #19)

### **F. Earth Day April 22<sup>nd</sup>**

Mary Walter read the details of the Earth Day Schedule and Guidelines. (Attachment #20)

### **G. Water main flushing to begin May 2<sup>nd</sup>**

Eric Hevy read the details on water main flushing May 2nd-May 20th. (Attachment #21)

### **H. Employment Opportunity - Town of North Brookfield Water Department**

Mary Walter read the Water Departments announcement of an opening for a Water Treatment Operator with applications being accepted until Friday May 12th. (Attachment #22)

## **VII. PENDING/FUTURE AGENDA ITEMS**

- See attached list

## **VIII. PUBLIC PARTICIPATION**

Mary 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.

There being no further business for this meeting Chairman Walter called for a motion to adjourn at 7:40 PM. Eric Hevy moved and Dale Kiley seconded a motion to adjourn at 7:40. The vote was unanimous.

**PROJECT STATUS AND PENDING/FUTURE SELECTMEN'S AGENDA ITEMS**  
**Updated 041817**

**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**

**Ask about COG (Insurance etc.)**

**Financial Forecasting**  
**Capital Planning**

**CMRPC/Regional Shared Services**

**IT Grant**  
**Town House restoration project**

**Bates Observatory**

**STATUS**

**Planning Final Remediation**  
**Quaboag Compiling info on**  
**Property Use**

**Negotiating leases**

**Pending**

**Pending**

**In progress**

**Pending**

**Pending**

**How to approach surrounding**  
**Towns?**

**Final report delivered**

**Finalizing UMAS questions on**  
**School projects**

**Final report due May 11.**

**Regional survey - services being**  
**considered**

**IT work in progress**

**FOTH Capital Campaign**

**Awaiting Great Hall Grant Results**  
**(June)**

**BAY PATH Logo Contest**

**Use Renderings Complete**

**Pending**