

## **MINUTES OF SELECTMEN'S MEETING FEBRUARY 6, 2018**

Vice Chairman Kiley called the meeting to order in the Senior Center at 6 PM with Mr. Petraitis also present. Mr. Hevy was absent.

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

- **January 23, 2018**
- **January 30, 2018 Executive Session**

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

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

- **School Warrant #1036 for \$108,177.75**
- **General Warrant #1037 for \$247,528.70**
- **Payroll Warrant #16 for \$306,589.21**

Mr. Petraitis moved, and Mr. Kiley seconded, a motion to approve the aforementioned warrants. So voted.

### **III. FINANCIAL ITEMS**

#### **A. Preliminary Cherry Sheet estimates**

Mr. Kiley reviewed a Department of Revenue report noting the proposed FY19 local aid numbers. (Attachment #1) There are very minor increases in Chapter 70 aid and the Unrestricted General Government Aid accounts, and a decrease in the Charter School reimbursement account. All of the numbers are subject to change as the state's budget process moves along.

#### **B. Reserve Fund transfer request**

Mr. Kiley reviewed a Reserve Fund transfer request for \$15,031.00 to the Police Facility Account for unexpected repairs needed to the boiler at the Police Department. (Attachment #2) Mr. Petraitis moved, and Mr. Kiley seconded, a motion to approve the request and send it along to the Finance Committee for final approval. So voted.

### **IV. OLD BUSINESS**

#### **A. Credit Card policy**

Mr. Kiley presented a draft policy for Procurement Cards. (Attachment #3) The Board will discuss this again at the next meeting.

### **V. NEW BUSINESS**

#### **A. CDBG hearing @ 6:15 PM**

At 6:15 Mr. Kiley opened the public hearing on the Town's intent to apply for a Community Development Block Grant. (Attachment #4) Andrew Loew and Connor Robichaud from Central Mass Regional Planning Commission were present to explain that for 2018 North Brookfield has been developing two projects, the West Side Infrastructure Planning Project, and a Housing Rehabilitation Program.

The planning project will survey and inventory the public infrastructure on a roughly six block by seven block area just west of the center of town in order to evaluate for future improvement projects. The budget for this is approximately \$130,000.00.

The housing rehabilitation program provides financial assistance for eligible low to moderate income homeowners to make code mandated repairs and other home improvements. With a goal of approximately 10 housing units, the budget for this item is around \$285,000.00.

Mr. Loew noted that the grant application is due March 2<sup>nd</sup>. Mr. Petraitis moved, and Mr. Kiley seconded, a motion to support and approve the submission of a FY18 CDBG application including the activities as presented today, with allowance for minor budget or program adjustments, and furthermore to authorize the Chair and CFO to sign all documents required for the application. So voted.

#### **B. Finance Committee resignation**

This item will be postponed until the Board of Selectmen receives official notification.

#### **C. School Superintendent Richard Lind**

Superintendent Richard Lind was present to update the Selectmen on a few issues. First, Mr. Lind noted that he received a visit from the contractor for the Dollar General store being built near the school, who claimed that snow melt from plowed snow caused his retaining wall to be compromised, and that it will cost \$30,000.00 to repair. Highway Superintendent Jason Benoit spoke with the contractor.

Mr. Lind noted that bids for the roof project were opened last week, and it appears that \$2,897,000.00 was the low bid. References will be checked, and Mr. Lind will be back to have the Selectmen sign the contract.

Finally, Mr. Lind stated that he really came to talk about the FY19 school budget. He presented two documents summarizing the budget, which is a \$510,266.06 increase over the FY18 budget. (Available in the Selectmen's office) The budget includes six new or restored positions.

Mr. Kiley asked how much over Net School Spending the proposed budget is, and Mr. Lind said that it was only 2% higher, and the state average is 19% over.

Mr. Lind asked if the Charter School reimbursement money or the Medicaid reimbursement money will go to the school? The Selectmen agreed to look into this.

#### **D. BOH Chairman John Alphin**

Mr. Alphin was not present.

#### **E. Town Forest Park**

Fire Chief Joe Holway was present to discuss plans for a disc golf course at the Town Forest Park. Chief Holway noted that this has been discussed for a couple of years

now and he would like to get started. Mr. Kiley noted that Vibram makes disc golf equipment, the Chief should approach them. Mr. Petraitis moved, and Mr. Kiley seconded, a motion to allow the committee to investigate a disc golf course for the park. So voted.

**F. North Brookfield has received a \$485,000 grant**

Mr. Kiley read a letter from Mass DOT announcing that North Brookfield has been awarded a \$485,000 grant through the Small Bridges program for the bridge at Cider Mill Road. (Attachment #5)

**G. Appointment of full-time officer**

Police Chief Mark Smith was present to ask the Selectmen to promote Officer Jeffrey Martin to a full-time position in the Police Department. (Attachment #6) Mr. Petraitis moved, and Mr. Kiley seconded, a motion to appoint Officer Martin. So voted. Town Clerk Sheila Buzzell administered the oath of office, and State Representative Donnie Berthiaume presented Officer Martin with a citation.

**VI. ANNOUNCEMENTS**

**A. Dog licenses are now available**

Mr. Kiley announced that dog licenses are now available from the Town Clerk. There will be a \$5 late fee after June 1<sup>st</sup> and a \$25 late fee after September 1<sup>st</sup>.

**B. Town Election schedule**

Mr. Kiley reviewed the schedule for the May 7<sup>th</sup> Annual Town Election. Nomination papers must be returned by March 19<sup>th</sup>, and the last day to register to vote will be Tuesday, April 17<sup>th</sup>.

**C. ZBA decision**

Mr. Kiley reviewed a recent ZBA decision that will allow Nicholas Harvey of 41 Grove Street to convert a single family dwelling into a 2 family. A copy of the decision is on file with the Town Clerk.

**D. Tyler Wolanin February office hours**

Tyler Wolanin, District Aide to Senator Gobi, will be in North Brookfield on Tuesday, February 27<sup>th</sup> from 11 AM to noon at the Senior Center.

**VII. PENDING/FUTURE AGENDA ITEMS**

See attached list

**VIII. PUBLIC PARTICIPATION**

Mr. Kiley 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 7 PM Mr. Petraitis 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**

<b><u>PROJECT</u></b>	<b><u>STATUS</u></b>
<b>NBDDP/Aztec</b>	<b>Done</b>
<b>Solar contracts on Municipal Property</b>	<b>Pending</b>
<b>Purchase Orders</b>	<b>Pending</b>
<b>Personnel policies</b>	<b>In progress</b>
<b>Electric aggregation</b>	<b>Pending</b>
<b>Community Compact projects</b>	
<b>Financial Forecasting</b>	<b>Final report delivered</b>
<b>Capital Planning</b>	<b>Final report delivered</b>
<b>CMRPC/Regional Shared Services</b>	<b>Final report delivered</b>
<b>IT Grant</b>	<b>Final report delivered</b>
<b>Town House restoration project</b>	<b>FOTH Capital Campaign</b>
<b>Bates Observatory</b>	<b>Pending</b>