

**Minutes of the Meeting of the Board of Selectmen  
June 30, 2015**

The Board of Selectmen of North Brookfield met at the Senior Center, 29 Forest Street, North Brookfield, on Tuesday, June 30, 2015. Present were Eric Hevy, Chairman; Selectman Mary Walter; and Selectman Robert Smith.

Also present were members of the Finance Committee: Chet Lubelczyk, Chairman; Robert Locatelli, Brad Miner, and Shelia Orsi. Dale Kiley, Chairman of the Police Chief Search Committee, Highway Superintendent Gary Jean, and Police Chief Aram Thomasian, Jr., also attended the meeting.

The meeting was called to order at 5:00 PM by Chairman Eric Hevy.

**APPROVAL OF MINUTES**

The minutes of the meeting of June 11, 2015 were presented. A motion was made by Ms. Walter, seconded by Mr. Smith, to approve the minutes as presented. The vote was unanimous. The minutes were approved. (Attachment)

The minutes of the meeting of June 15, 2015 were presented. A motion was made by Ms. Walter, seconded by Mr. Smith, to approve the minutes as presented. The vote was unanimous. The minutes were approved. (Attachment)

The minutes of the meeting of June 16, 2015 were presented. A motion was made by Ms. Walter, seconded by Mr. Smith, to approve the minutes as presented. The vote was unanimous. The minutes were approved. (Attachment)

The minutes of the Executive Session of June 16, 2015 were presented. A motion was made by Ms. Walter, seconded by Mr. Smith, to approve the Executive Session minutes as presented. The vote was unanimous. The Executive Session Minutes were approved. (Attachment)

The minutes of the meeting of June 18, 2015 were presented. A motion was made by Ms. Walter, seconded by Mr. Smith, to approve the minutes as presented. The vote was unanimous. The minutes were approved. (Attachment)

The minutes of the meeting of June 19, 2015 were presented. A motion was made by Ms. Walter, seconded by Mr. Smith, to approve the minutes as presented. The vote was unanimous. The minutes were approved. (Attachment)

The minutes of the meeting of June 24, 2015, and the minutes of the Executive Session of June 24, 2015 were deferred to the next regular meeting of the Board.

## APPROVAL OF WARRANTS

Three warrants were presented to the Board for approval: School Warrant #1063 in the amount of \$107,913.95; General Warrant #1064 in the amount of \$252,657.61; and Payroll Warrant #26 in the amount of \$262,882.01. A motion was made by Ms. Walter, seconded by Mr. Smith, to approve the warrants. The vote was unanimous. The warrants were approved.

## PUBLIC PARTICIPATION

The Chairman advised the public of the opportunity to briefly comment on Agenda items through the Chair. There were no comments.

## OLD BUSINESS

Town House repairs update. Mr. Hevy reported that work was being completed on the Town House project, and that work should be completed by the end of the week if the weather remains favorable. He noted that the contractor had been granted five (5) additional days to complete work because of numerous rainy days in June.

Murphy Road Bridge update: Ms. Walter reported that work on the Murphy Road Bridge had been completed. Mr. Hevy and Mr. Smith congratulated Ms. Walter on her initiative in seeking the grant to pay for the replacement of the bridge and her oversight of the project.

New Fire House update: Mr. Hevy indicated that Senator Gobi's had advised him that the \$2.0 million allocation for a new Fire House in North Brookfield was not in the Governor's recently announced Five-Year Capital Plan. The Board will continue to seek funds for this important project.

New Fire Truck: Mr. Hevy also announced that Senator McGovern's office had advised him that North Brookfield had not received a \$400,000.00 grant for a new Pumper Truck. The Board will continue to seek ways of replacing this very important piece of equipment.

## NEW BUSINESS

At the beginning of the Meeting, Mr. Hevy proposed that the first item under New Business ('Police Chief Selection') be placed at the end of the meeting to allow adequate time for discussion. Ms. Walter and Mr. Smith agreed with this suggestion.

### Year-End Budget Transfer Requests

Five requests for year-end budget transfers were reviewed by the Board. The first requested a transfer of \$290.00 from the Selectmen's General Insurance Account, to the Selectmen's Vocational School Transportation Account. A motion was made by

Ms. Walter, seconded by Mr. Smith, to approve the transfer. The vote was unanimous. The transfer was approved. (Attachment)

The second requested the transfer of \$1,386.00 from the Police Clerk Salary Account and the Police 'Other' Account, to the Police Overtime Account. A motion was made by Ms. Walter, seconded by Mr. Smith, to approve the transfer. The vote was unanimous. The transfer was approved. (Attachment)

The third requested the transfer of \$978.97 from the Selectmen's General Insurance Account to the Veteran's Benefits Account. A Motion was made by Ms. Walter, seconded by Mr. Smith, to approve the transfer. The vote was unanimous. The transfer was approved. (Attachment)

The fourth requested the transfer of \$317.00 from the Highway Gasoline/Diesel Fuel Account to the Highway Salary Account (Overtime). A motion was made by Ms. Walter, seconded by Mr. Smith, to approve the transfer. The vote was unanimous. The transfer was approved. (Attachment)

The fifth requested the transfer of \$66.20 from the Highway Gasoline/Diesel Fuel Account to the Highway Clerk's Salary Account. A motion was made by Ms. Walter, seconded by Mr. Smith, to approve the transfer. The vote was unanimous. The transfer was approved. (Attachment)

#### Requests for Special One-Day Licenses for Alcohol

The Board reviewed two requests by Mr. Thomas Waugh for a one-day licenses for alcohol at 'Time Out' at 31 East Brookfield Road. The first was for an event on Saturday, August 1, 2015. After discussion, a motion was made by Ms. Walter, seconded by Mr. Smith, to approve the request for the one-day special license for alcohol on Saturday, August 1, 2015 at 'Time Out' from noon to 10 PM. The vote was unanimous. The special license request was approved. (Attachment)

The second request for a special one-day license for alcohol, also at 'Time Out', for Sunday, September 6, 2015 was reviewed by the Board. A motion was made by Ms. Walter, seconded by Mr. Smith, to approve the request for a special one-day license for alcohol on September 6, 2015 at 'Time Out' from noon to 10 PM. The vote was unanimous. The special one-day license request was approved. (Attachment)

#### Acceptance of Gift for Police Cruiser Gift Fund

The Board acknowledged, with its appreciation, a gift of \$100.00 from Richard C. Willard and Barbara J. Willard of 6 Ryan Road, North Brookfield, for the Police Cruiser Gift Fund. A motion was made by Ms. Walter, seconded by Mr. Smith, to accept this generous gift to the Cruiser Fund. The vote was unanimous. The gift was accepted with gratitude. (Attachment)

#### Request from Water Department to sign contract for backhoe services

The Board reviewed a letter from Mr. James Kularski, Chairman of the Board of Water Commissioners, which requested that the Board approve a contract with E.M. Thibault Excavation of Spencer, Massachusetts, for backhoe services, emergency repairs, and other services. E.M. Thibault was the only bidder. After a brief discussion, a Motion was made by Ms. Walter, seconded by Mr. Smith, to approve a contract with E.M. Thibault Excavation of Spencer for backhoe services, emergency repairs, and other services at the amounts specified in the bid. The vote was unanimous. (Attachment)

#### Request for Appointment to the Finance Committee

A request for appointment to the Finance Committee was postponed until the meeting of July 14, 2015.

#### Acceptance of Wachusett Area Emergency Services Fund (Holden Hospital) Allocation

The Board reviewed a letter from Susan McLean, Director of Financial Reporting, UMass Memorial, which informed the Town that its allocation from the Wachusett Area Emergency Services Fund (Holden Hospital Fund) for FY 16 will be \$11,738 based upon North Brookfield's 7.05% share of the FY 16 distribution from the Fund. After discussion, a Motion was made by Ms. Walter, seconded by Mr. Smith, to accept the \$11,738.00 FY 16 distribution from the Wachusett Area Emergency Services Fund with gratitude. The vote was unanimous. (Attachment)

#### Approval of Discharge of Lien

The Board reviewed a letter from Beth Sorrell of the Pioneer Valley Planning Committee regarding the discharge of a lien on property of Darin G. Anderson of 8 Stoddard Place, North Brookfield, which was part of the housing rehab grant received by the Town. A Motion was made by Ms. Walter, seconded by Mr. Smith, to approve the discharge of the lien on 8 Stoddard Place, North Brookfield. The vote was unanimous. (Attachment)

#### Approval of Waiver of Lien

The Board reviewed an e-mail from Christopher Dunphy of the Pioneer Valley Planning Commission which recommended a waiver of a lien on a property owned by the Cocaine family at 22 Brookfield Road included in the housing rehab grant program since the total cost of repairs was under \$35,000. After discussion, a motion was made by Ms. Walter, seconded by Mr. Smith, to waive the lien on the property owned by the Cocaine family which was part of the housing rehab project. The vote was unanimous. (Attachment)

## Bituminous and Other Road Materials Bids

Highway Superintendent Gary Jean delivered six unopened bids received by the Town in response to the Highway Department's June 30, 2015 Request for Bids. The Board reviewed the bids and accompanying documentation from:

Massachusetts Broken Stone Company, for Type 1 Bituminous Concrete, in place, rolled, with tack coat;

All States Asphalt, Incorporated, for Liquid Asphalt and Reclaim, Fine Grade and Compaction with Liquid Calcium Chloride;

HiWay Safety Systems, Incorporated, for yellow and white water- base and rubber- base paint for road line painting;

Bond Construction Corporation, for Type 1 Bituminous Concrete (top, binder, and sidewalk mix); Washed Sand, and various sizes of Washed Crushed Stone, both delivered and loaded on Town-owned trucks;

F. T. Smith Sand and Gravel Company, for Washed Sand (pick-up or delivered quotations); Various Sizes of Washed Crushed Stone and Tailings, all quoted as picked-up; 60/40 mix, quoted as picked up; and Bank Sand Borrow, quoted as either picked up, or delivered;

Murray Paving and Reclamation, Incorporated, for Reclaim, Fine Grade and Compaction with Liquid Calcium Chloride, quoted per square yard.

Mr. Hevy referred the Bids to Superintendent Gary Jean for his review and recommendation. (Attachments)

## Community Compact Application

The Board reviewed a letter (with attachments) from Lt. Governor Karyn Polito regarding Community Compact grant applications. This program is of interest to the Board, but it was decided to defer further discussion of the program until members of the Board have had adequate time to review the objectives of the Program and how it could benefit North Brookfield. The program will be discussed at a future Meeting of the Board (Attachment)

## Request from Town Treasurer to Roll Over 60 Hours of Unused Vacation Time to FY 16

The Board reviewed a request from Town Treasurer Anne Jannette to roll over 60 hours of unused FY 15 vacation time into FY 16. Year-end activity had made it impossible for her to take vacation time in June. The Board agreed to approve the request. A Motion was made by Ms. Walter, seconded by Mr. Smith, to approve the request. The vote was unanimous. The request was approved. (Attachment)

## ANNOUNCEMENTS

The Board read an email from Brandon Avery and Janine Drake which thanked everyone who had made the North Brookfield Music, Art and Color Fest which was held at 'Time Out' on East Brookfield Road on June 20, 2015 a success. (Attachment)

The Board read an announcement from Senator Anne Gobi's Office advising residents of North Brookfield that Tyler Wolanin, her District Aide, would be in North Brookfield on Thursday, July 9, 2015 at the Town Offices to meet with any resident who wished to discuss any matter with her representative. (Attachment)

## NEW BUSINESS (continued)

### Selection of the New Police Chief

Mr. Hevy gave a brief overview of the selection process for the new Chief of Police. He thanked members of the Screening Committee, Chaired by Dale Kiley, for reviewing the various applicants for the position, based upon a job description and qualifications approved in advance by the Board of Selectmen. He indicated that the Screening Committee had strongly recommended two finalists for the position. Members of the Board reviewed the recommendation of the Screening Committee, and also reviewed the resumes of the two finalists. They were: Officer Randy Berg of Charlton, an officer in the Spencer Police Department, and Chief Mark Smith of Belchertown, the Chief of Police in Hinsdale, Massachusetts. After discussing the finalists, the Board arranged for an interview in Open Session for each finalist based on a uniform set of questions. Following the interviews, which were broadcast locally for a two week period, members of the Board met to contact references, both personal and professional, which had been provided by each candidate. Mr. Hevy indicated that at this meeting, he would ask members of the Board for their recommendation regarding which of the two candidates should be considered for appointment.

Ms. Walter explained how she approached the review of the two candidates, her impressions of each candidate during the interview process, and her reviews of the interviews which were subsequently broadcast. Ms. Walter also indicated that she had participated in the discussions with the references offered by each candidate. In the final analysis, she indicated that she believed that Chief Mark Smith should be considered for appointment.

Mr. Smith also summarized how he approached the review process, and like Ms. Walter had reviewed the Search Committee's recommendations, had given considerable thought to the candidates' responses during the interview phase, and also had listened carefully to the remarks of the references which had been contacted by the Board. After reviewing the broadcasts of the interviews several times, he agreed that Chief Mark Smith should be considered for appointment.

Mr. Hevy was the last to make comments. Like Ms. Walter and Mr. Smith, he had studied the Search Committee's recommendations, had listened carefully to the candidates' responses during the interview process, and also had asked questions of those contacted for impressions of the qualifications of each candidate. He concluded, he said, that Chief Mark Smith should be considered for appointment.

The Board agreed that subject to official background checks and agreement with Chief Smith on contract terms, Chief Mark Smith would be appointed as the next Chief of the North Brookfield Police Department. It was also agreed that Chairman Hevy would immediately contact Chief Smith to inform him of the Board's decision, and also contact Officer Randy Berg to inform him of the Board's decision.

Presentation to Retiring Chief Aram Thomasian, Jr.

Mr. Hevy asked retiring Chief Aram Thomasian, Jr. to come forward. On behalf of the Board, and the people of North Brookfield, Ms. Walter presented the Chief with a special award which thanked him for his many years of service, professionalism, and commitment to the people of North Brookfield and the North Brookfield Police Department. Those present joined members of the Board in congratulating the retiring Chief.

At 6:57 PM Mr. Hevy indicated that he would entertain a motion to recess the meeting of the Board of Selectmen to allow those present to congratulate the retiring Chief, and also take part in a small celebration. The Board would reconvene following the recess only for the purpose of entering an Executive Session to discuss strategy related to negotiations with non-union personnel. Accordingly, a motion was made by Ms. Walter, seconded by Mr. Smith, to recess the meeting of the Board and to reconvene only for the purpose of entering an Executive Session for the purpose of discussing strategy related to negotiations with non-union personnel. The vote was unanimous. The meeting of the Board of Selectmen was recessed at 6:57 PM.

At 8:04 PM the meeting of the Board of Selectmen was reconvened for the purpose of entering an Executive Session to discuss negotiations related to non-union personnel. Roll call: Mr. Hevy, yes; Ms. Walter, yes; Mr. Smith, yes. Retiring Police Chief Aram Thomasian, Jr., attended the Meeting.

The purpose of the meeting was to discuss the possibility of having retiring Chief Thomasian assume the duties of an Acting Chief until the new Chief was able to assume his new duties. Chief Thomasian provided the Board with a proposal, which envisioned him assuming responsibility for the operation of the North Brookfield Police Department for a period of between four and eight weeks. This would allow for an orderly transition in leadership of the Department. His proposal envisioned the promotion of two existing members of the Department on a permanent or acting basis, to whom he would assign a variety of management responsibilities. Both individuals would receive additional

compensation. A member of the part-time staff would also have additional responsibilities, and an increase in compensation. Compensation for the retiring Chief in his role as Acting Chief was briefly discussed, but no agreement was reached.

Since the proposal was somewhat different from what Mr. Hevy and the Board had expected, it was decided to postpone action on the proposed plan and take no action. Mr. Hevy and Chief Thomasian agreed to have a follow-up conversation to discuss aspects of the proposal. (Attachment)

The conversation with Chief Thomasian having concluded, a motion was made by Ms. Walter, and seconded by Mr. Smith, to adjourn the Executive Session. Roll call: Mr. Hevy, yes; Ms. Walter, yes; Mr. Smith, yes. The Executive Session was adjourned at 9:20 PM.

The Board entered open session at 9:21. It was agreed that the Board would meet at the Town Offices on Friday, July 3, 2015 at 12:30 PM, and at 1:00 PM with Chief Smith to discuss background checks and contract terms. There being no further business before the Board, a motion was made by Ms. Walter, and seconded by Mr. Smith, to adjourn the meeting. The vote was unanimous. The meeting of the Board of Selectmen was adjourned at 9:22 PM.

Respectfully submitted,

Robert Smith