

MINUTES OF SELECTMEN'S MEETING OCTOBER 6, 2015

Chairman Hevy called the meeting to order in the Senior Center at 6:05 PM with Mrs. Walter and Mr. Smith also present. He reminded those in attendance that the meeting would be both audio and video taped.

Mr. Hevy asked for a moment of silence for three town officials who recently passed away; Assessor Reedy Nealer, Cable Advisory Committee member Peter Barstow, and Emergency Management member John Hart.

I. APPROVAL OF MINUTES

- **September 17, 2015**
- **September 22, 2015**

Mr. Hevy noted that minutes from these two meetings would be deferred until next time.

- **September 29, 2015 Exec Session**
- **October 1, 2015**

Mrs. Walter moved, and Mr. Smith seconded, a motion to approve minutes from these two meetings as written. So voted.

II. APPROVAL OF WARRANTS

- **Debt and Interest Warrant #1014 for \$457,420.00**
- **School Warrant #1015 for \$92,049.63**
- **General Warrant #1016 for \$243,360.22**
- **Sewer Warrant #1017 for \$1,272.75**
- **Payroll Warrant #7 for \$287,849.77**

Mrs. Walter moved, and Mr. Smith seconded, a motion to approve the aforementioned warrants. So voted.

III. PUBLIC PARTICIPATION

- **The public has the opportunity to briefly comment on agenda items through the Chairman**

Mr. Hevy noted that anyone interested in commenting on one of tonight's agenda items may do so by going through him as chairman.

IV. FINANCIAL REPORTS

A. Certification of Free Cash

Mr. Smith reviewed paperwork from the Department of Revenue noting that North Brookfield's Free Cash as of July 1, 2015 has been certified at \$263,688.00.

(Attachment #1) The amount of Sewer Enterprise Funds is \$577,466.00, and Water Enterprise Funds are \$294,425.00. The Free Cash will be used to offset the FY16 operating deficit.

B. Certification of New Growth

Mr. Smith reviewed additional paperwork from the DOR regarding the certification of New Growth, which has been set at \$87,879.00. (Attachment #2) Mr. Smith thanked the Town's financial team for their efforts in getting the Free Cash and New Growth certified.

C. Set date for fall town meeting

Mrs. Walter moved, and Mr. Smith seconded, a motion to set Friday, November 6, 2015 at 7:30 PM as the date and time for a Special Town Meeting. So voted

D. Amortization of Snow and Ice deficit

The Selectmen discussed the amortization of the FY15 Snow and Ice deficit of \$127,314.93. The state is allowing towns to spread the payments over two or three years. Mr. Smith stated that he would like to discuss these options further with Town Accountant Nancy Nykiel before making a decision.

E. Letter from FinCom

Mr. Hevy reviewed a letter from the Finance Committee stating their objectives in the next budget process. (Attachment #3) Mr. Hevy noted that the FinCom is looking for information. The Selectmen do their best to get the information out to all of the Town departments as soon as possible. Mr. Hevy stated that the Finance Committee is scheduled to meet on October 13th.

V. OLD BUSINESS

A. Process for handling citizen complaints

Mr. Smith reviewed a draft policy for handling complaints from residents. (Attachment #4) Mrs. Walter moved, and Mr. Smith seconded, a motion to approve the policy. So voted.

B. Fee for one-day licenses

The Selectmen reviewed information on what other towns charge for one-day liquor licenses. (Attachment #5) It was noted that Brookfield and West Brookfield each charge \$25.00. Mrs. Walter moved, and Mr. Smith seconded, a motion to set the fee at \$25.00 effective November 1, 2015. So voted. Leslie will work on an application form.

C. Charter Communications to visit Senior Center 10/21 @ 11 AM

Mr. Smith reviewed a letter from Senior Center Director Diane Nichols regarding the difficulty some seniors are experiencing while applying for a 10% senior discount with Charter cable TV. (Attachment #6) Mr. Smith noted that he has spoken with the Director of Government Affairs for Charter, Tom Cohan, about this. Mr. Cohan has agreed to bring a customer service representative to the Senior Center on October 21st at 11 AM to help facilitate this.

D. Curb Cut returns

The Selectmen reviewed a letter from Highway Superintendent Gary Jean asking the Selectmen to take \$18,000.00 in expired curb cut bonds for the general fund.

(Attachment #7) Mr. Smith said that he would like to speak with Town Accountant Nancy Nykiel about this before voting on it.

VI. NEW BUSINESS

A. Request for one-day liquor licenses

The Selectmen reviewed an application from Brookfield Orchards for a one-day liquor license on October 10th and 11th. (Attachment #8) The necessary insurance binders were attached. Mrs. Walter moved, and Mr. Smith seconded, a motion to approve the permit. So voted.

B. New Highway Department employee

Highway Superintendent Gary Jean was present with Dane Falardeau, Mr. Jean's choice for a new driver/laborer. Mr. Jean stated that Mr. Falardeau has plowed for the Town over the past few years. Mr. Falardeau stated that he has some ability to do repairs and maintenance on the vehicles as well. Mr. Smith moved, and Mr. Hevy seconded, a motion to appoint Mr. Falardeau. So voted, with Mrs. Walter voting yes, but with reservations.

Mr. Jean noted that the drainage work at 61 Gilbert Street has been completed, with only landscaping to be done. Also, the paving company should be back in town on the 13th and 14th to finish up with the paving work that remains.

Mrs. Walter asked when Mr. Jean expects to be able to work on the dirt roads in town, and Mr. Jean stated that he plans to have it done before the end of the month.

C. Letter from East Brookfield re: drawdown

Mr. Hevy read a letter from the East Brookfield Board of Selectmen advising that the annual drawdown of Lake Lashaway will begin on October 1st, which is earlier than usual.

D. FY17 Budget Guidelines and Policies

The Selectmen reviewed the FY16 Budget Guidelines and Policies to see if they could be used for the FY17 budget. Mrs. Walter said that she would like to make a fresh start on the budget process, and has looked at some information from the Town of Amherst that could be used. It was agreed to discuss this again at the next meeting.

Mr. Smith said that it is almost time to start thinking about getting bids for health insurance. This item will be added to the list of pending and future agenda items.

E. Senior Center Program Assistant

Mr. Hevy reviewed a memo from Senior Center Director Diane Nichols announcing a job opening for a Program Assistant. (Attachment #9) This position will be funded by a grant from Operation ABLE. Mr. Smith noted that the Selectmen should support this and thank Ms. Nichols for her efforts.

VII. ANNOUNCEMENTS

- **Cultural Council applications due October 15th**

Mr. Smith read an announcement from the Cultural Council that they will be accepting applications for grants that support cultural activities through October 15th.

- **Tyler Wolanin office hours tomorrow**

Mr. Hevy announced that Tyler Wolanin from Senator Gobi's office will be holding office hours tomorrow from 2 PM to 3 PM at the Town Offices.

- **Water main flushing**

Mr. Hevy reviewed an announcement from the Water Department that they will be flushing hydrants beginning October 20th through November 7th.

- **Dog license reminder**

Mr. Hevy reminded residents that dog licenses are now overdue, and there is a \$25 surcharge.

VIII. PENDING/FUTURE AGENDA ITEMS

- See attached list

IX. EXECUTIVE SESSION

- None

PENDING/FUTURE SELECTMEN'S ITEMS

Solterra Agreement

NBDDP/Aztec

Gilbert Street Stormwater issues

Purchase Orders

Creation of Financial Advisory Committee

Personnel policies

Meeting with Gobi and Berthiaume

Fees for one-day liquor licenses

There being no further business, at 7:35 PM Mrs. Walter moved, and Mr. Smith seconded, a motion to adjourn. So voted.

Respectfully submitted,

Leslie Scott Burton

Administrative Assistant