

MINUTES OF SELECTMEN'S MEETING JANUARY 28, 2014

Chairman Walter called the meeting to order in the Senior Center at 6 PM with Mr. Smith also present. Mr. Chabot was present via cell phone.

I. APPROVAL OF MINUTES OF JANUARY 14, 2014 APPROVAL OF EXECUTIVE SESSION MINUTES OF JAN 14, 2014

Mr. Smith moved, and Mr. Chabot seconded, a motion to approve the aforementioned minutes as written. So voted.

APPROVAL OF MINUTES OF JANUARY 23, 2014

Mr. Smith moved, and Mrs. Walter seconded, a motion to approve the minutes of January 23, 2014 as written. So voted, with Mr. Chabot abstaining because he was not present at that meeting.

IA. APPROVAL OF SEWER WARRANT #1037 FOR \$31,131.25 APPROVAL OF SCHOOL WARRANT #1038 FOR \$202,082.94 APPROVAL OF GENERAL WARRANT #1039 FOR \$118,139.16 APPROVAL OF PAYROLL WARRANT #16 FOR \$308,412.28

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

II. OLD BUSINESS

A. BAY PATH RENOVATION DEBT EXCLUSION

Mrs. Walter reviewed an e-mail from Town Counsel Brian Riley (Attachment #1) regarding the proper wording for a debt exclusion for the Bay Path Vocational School. Mrs. Walter explained that this is to exclude the debt payments for the school's renovation project from the Town's levy limit. North Brookfield's projected share of the project is approximately \$1 million, with another \$1 million in interest. According to Attorney Riley, the Board of Selectmen must notify the Town Clerk of their intention to place a question on the Annual Town Election ballot at least 35 days in advance of the election. Mr. Smith moved, and Mr. Chabot seconded, a motion to notify Town Clerk Sheila Buzzell of their intention to place a ballot question on the May 5th Annual Town Election. So voted.

B. LETTER FROM CONSERVATION COMMISSION RE: BEAVERS

Mr. Smith read a letter from the Conservation Commission regarding beavers. (Attachment #2) According to the letter, the Conservation Commission intends to work with the Board of Health to develop a procedure for dam breaches and beaver controls.

Mrs. Walter said that she would like to clarify to the Conservation Commission that the Town did not cause the beaver dam breach at Brickyard Road, it was a private party. Mr. Smith agreed that a letter needs to be sent to the Conservation Commission that clarifies this point.

Mrs. Walter stated that Highway Superintendent Gary Jean told her that he has located another culvert on Brickyard Road and cleaned it out. He plans to remove the culvert on the lower section of the road. This should take care of some of the problems with that pond flooding the road.

C. DRAFT JOB DESCRIPTIONS

Mrs. Walter stated that she would like to create a sub-committee to work on the revisions to job descriptions that were submitted by various town officials. Hopefully the job descriptions will be ready for implementation on July 1st. The group could also look at policies. Mr. Smith moved, and Mr. Chabot seconded, a motion to form a subcommittee to be named later. So voted.

D. O'NEILL REQUEST FOR REIMBURSEMENT FORM

The Selectmen reviewed a request for reimbursement form to be used by former School Superintendent Robert O'Neill. (Attachment #3) Mr. Smith moved, and Mr. Chabot seconded, a motion to approve the form subject to input from Town Accountant Nancy Nykiel. So voted.

III. NEW BUSINESS

A. RESIGNATION OF SALLY HETFIELD

Mrs. Walter reviewed a letter from Sally Hetfield resigning from her position as Program Assistant at the Senior Center, and an e-mail from Senior Center Director Carol Wheeler asking for permission to advertise for a replacement for Ms. Hetfield. (Attachments #4 and #5) Mr. Smith moved, and Mr. Chabot seconded, a motion to accept Ms. Hetfield's resignation with regret. So voted. Mr. Smith stated that in his opinion the position should be filled. Mr. Smith moved, and Mr. Chabot seconded, a motion to authorize Mrs. Wheeler to fill the vacancy. So voted.

B. ASSESSORS RE: MASS GIS

Priscilla Johnson from the Board of Assessors was present to update the Selectmen on an opportunity to upgrade the Town's maps to the digital GIS level through a state grant program. The state is trying to bring the maps in every town up to this standardized parcel mapping level. The Town can apply for the grant funding by February 7th, but must agree to maintain the maps at that level for the foreseeable future. Mrs. Johnson noted that the Assessors currently spend between \$500 and \$700 per year for updating

the hand-drawn maps, and it is anticipated that it could cost as much as \$900 per year to update the digital maps.

Mrs. Johnson reported that CMRPC had estimated that it could cost as much as \$5,000.00 to upgrade the Town's maps, the state will do this for free. All of the Town's maps will be available online.

Mr. Smith asked what the Assessors will need from the Board of Selectmen, and Mrs. Johnson stated that the Selectmen could offer their support in case additional funds are needed in the future.

Mr. Smith moved, and Mr. Chabot seconded, a motion to support the Board of Assessors in their efforts to upgrade the Town's maps. So voted.

C. REQUEST FOR SNOW AND ICE DEFICIT SPENDING

Mr. Smith reviewed a memo from Highway Superintendent Gary Jean asking for permission to deficit spend from the Town's Snow and Ice Account. (Attachment #6) Mr. Smith moved, and Mr. Chabot seconded, a motion to allow the Highway Department to deficit spend. So voted.

IV. ANNOUNCEMENTS

A. ANNUAL TOWN ELECTION ON MAY 5TH

Mr. Smith reviewed a memo from Town Clerk Sheila Buzzell regarding the Annual Town Election to be held on Monday, May 5th. The last day to file nomination papers in Monday, March 17th, and the last day to register to vote is Tuesday, April 15th.

B. DOG LICENSES ARE NOW DUE

Mrs. Walter announced that 2014 dog licenses are now available from the Town Clerk. The cost is \$10, or \$6 for dogs that are spayed or neutered.

C. RABIES CLINIC APRIL 12TH

Mr. Smith announced that the annual Rabies Clinic will be held at the Second Chance Animal Shelter on Saturday, April 12th from 9 AM to 11 AM. The cost is \$12.

D. TOWN HOUSE COLLECTIBLES

Mrs. Walter noted that a Cat's Meow replica of the Town House is available for \$20 at the Town Clerk's office; all proceeds go to the Town House restoration. Also, the Ward Hollow DVD and the Town House Memories book are available and will also support the project.

E. MEMO RE: ROAD SALT

Mrs. Walter reviewed a memo from Highway Superintendent Gary Jean that the state is experiencing a delay and shortage of quantities in the delivery of road salt. (Attachment #7) He noted that due to this shortage he will be going back to a sand and salt mix of one to four instead of one to two. He advises all residents to use caution when driving.

F. HEARTS FOR HEAT

Mr. Smith noted that the Hearts for Heat organization raised a considerable amount of money at last Saturday's spaghetti supper. Mr. Smith stated that they are a marvelous organization, and all of the money they raise goes to support people in North Brookfield. He urged people to support this group.

V. FUTURE AGENDA ITEMS

A. FY15 BUDGETS

B. ELECTRONIC POLICY

At 6:55 PM Mr. Smith moved, and Mr. Chabot seconded, a motion to enter Executive Session to discuss strategy related to collective bargaining with the North Brookfield Police Officers union, and also to discuss complaints against a public official. Roll call: Walter, yes; Smith, yes; Chabot, yes. So voted. Mrs. Walter announced that the Board would come out of Executive Session only to adjourn.

At 8:05 PM the Board came out of Executive Session. Mr. Smith moved, and Mr. Chabot seconded, a motion to adjourn. So voted.

Respectfully submitted,

Leslie Scott Burton
Administrative Assistant