

MINUTES OF SELECTMEN'S MEETING MARCH 24, 2014

Chairman Walter called the meeting to order in the Senior Center with all members present. Mrs. Walter noted the presence of Mr. Chabot, and thanked him for his service to the Board of Selectmen for the past five years. Mr. Chabot is resigning his seat as of the May 5th Annual Town Election.

I. APPROVAL OF MINUTES OF MARCH 4, 2014

Mr. Smith moved, and Mr. Chabot seconded, a motion to defer action on these minutes until the April 8th meeting. So voted.

APPROVAL OF MINUTES OF MARCH 11, 2014 APPROVAL OF EXECUTIVE SESSION MINUTES OF MARCH 11, 2014

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

IA. APPROVAL OF INTEREST WARRANT #1048 FOR \$40,526.25 APPROVAL OF SCHOOL LUNCH WARRANT #1049 FOR \$4,656.26 APPROVAL OF GENERAL WARRANT #1050 FOR \$227,788.70 APPROVAL OF PAYROLL WARRANT #20 FOR \$298,197.66

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

II. OLD BUSINESS

A. LETTER RE: DOWNTOWN TECHNICAL ASSISTANCE GRANT

Mrs. Walter reviewed a letter from the Department of Housing and Community Development informing the Selectmen that North Brookfield's application for a Downtown Initiative Technical Assistance Grant was not funded. (Attachment #1) Mrs. Walter noted that this was an application for a marketing study that was done with the Friends of the Town House for the Town House.

B. SELECTMEN'S BUDGET

The Board reviewed their proposed budget for FY15. (Attachment #2) A reduction in the Selectmen's Postage Account was offset by an increase in the Selectmen's Dues and Memberships account. The Technology Account was reduced by \$500 in order to fund a stipend for the webmaster. The Town Offices expense was increased by \$1,067.00 which reflects an annual increase in the rent, and the MCPPO Expense Account was funded at \$2,500.00 to pay for the biannual certification. Mr. Smith

moved, and Mr. Chabot seconded, a motion to submit the budget to the Finance Committee. So voted.

C. LETTER FROM HIGHWAY SUPERINTENDENT RE: ASBESTOS

Mr. Chabot reviewed a letter from Highway Superintendent Gary Jean informing the Board that the Highway Garage is in need of asbestos removal. (Attachment #3) Mr. Jean attached a quote of \$2,000.00 from Walsh Environmental Service to remove the asbestos pipe insulation. Mr. Smith moved, and Mr. Chabot seconded, a motion to recommend that Mr. Jean apply to the Finance Committee for a Reserve Fund transfer. So voted.

III. NEW BUSINESS

A. TREVOR BRUSO HAS COMPLETED TRAINING FOR CONSERVATION COMMISSIONERS

Mr. Smith read a letter from the Massachusetts Association of Conservation Commissions announcing that Trevor Brusco has completed training for Conservation Commissioners. (Attachment #4) The Selectmen congratulated Mr. Brusco on this accomplishment, Mrs. Walter pointed out that these officials do the training on their own time.

B. LETTER FROM CONSERVATION RE: WIRELESS PASSWORD

Mrs. Walter reviewed a letter from Ann Hicks of the Conservation Commission asking for the password to the town's wi-fi network. (Attachment #5) Mrs. Walter noted that the town offices where the Conservation Commission now meets does not have a wireless network, but the library where they used to meet does. Leslie will let them know.

C. APPOINTMENT TO NBEMA

Mr. Chabot read an e-mail from the North Brookfield Emergency Management Agency (NBEMA) asking that Chad Cheras be appointed. (Attachment #6) Mr. Chabot noted that the Board knows Mr. Cheras, and that he will be an asset to NBEMA. Mr. Chabot moved, and Mr. Smith seconded, a motion to appoint Mr. Cheras. So voted.

D. INTERDEPARTMENTAL MEETING TO DISCUSS UNIFORM PROCEDURES

Mr. Smith stated that he would like to propose an interdepartmental meeting with the Board of Selectmen, Town Treasurer, Town Accountant, Superintendent of Schools, and the financial people from the school to ensure an orderly process for developing and processing bills and payrolls. He would like to see this process summarized on

paper, and a process developed for special payrolls and non-standard bills. Mrs. Walter said that she sees this as a meeting to facilitate the development of a process. Mr. Chabot stated that the process has been the same for 40 years, it just needs to be fine-tuned. Mrs. Walter stated that she would like to organize and facilitate the meeting.

E. SUBMISSION OF TIME SHEETS

The Board discussed the need for all employees to turn in their time sheets, and agreed that most departments are compliant.

F. ACCEPT CHECK FOR LPAC GIFT ACCOUNT

Mr. Smith read a letter from Charter Communications that was sent along with a check for \$18,000.00, which represents the annual PEG Access Operating payment. (Attachment #7) Mr. Smith moved, and Mr. Chabot seconded, a motion to accept the check for the LPAC Gift Account. So voted. Mrs. Walter wondered if a portion of this money could be used to bring cable to every home in North Brookfield?

IV. ANNOUNCEMENTS

A. KINDERGARTEN REGISTRATION

Mrs. Walter announced that kindergarten registration will be held Thursday and Friday this week from 9 AM to 1 PM for children who will be five on or before August 31st.

B. ELECTION UPDATE

The election update was not available.

C. WATER DEPARTMENT ANNOUNCEMENT

Mr. Smith read an e-mail from the Water Department announcing that on April 11th they will be repairing a water leak on North Main Street near St. Joseph's Church. They will begin excavating around 7:30 AM, and the water will be shut off mid-morning for approximately 2-4 hours.

D. RABIES CLINIC

Mr. Chabot announced that the annual Rabies Clinic will be held on April 12th at the Second Chance Animal Shelter from 9 AM to 11 AM. The Town Clerk will be available to issue dog licenses.

E. DOG LICENSES ARE DUE

Mrs. Walter noted that dog licenses are now available at the Town Clerk's office. There will be a \$5 late fee after June 1st, and \$25 late fee after September 1st.

F. TOWN HOUSE COLLECTIBLES

Mr. Smith and Mrs. Walter showed off various items offered for sale at the Town Offices for the benefit of the Town House, such as a Cat's Meow replica for \$20, the Town House Memories book for \$10, and the Ward Hollow DVD for \$10.

Mr. Chabot said that he turned in his resignation because he is unsure of where he will be living since he is in the process of selling his house in North Brookfield and is purchasing a home in Florida. He wanted to resign in time for his seat to be on the Annual Town Election ballot to save the cost of a special election. Mr. Chabot stated that he wanted to thank various officials at the Town Offices, and many wonderful former Selectmen. He noted that Mr. Smith is especially well spoken and Mrs. Walter is very hard working. He noted that people like Joe Holway goes out of his way volunteering for the town, and former Highway Superintendent Ray Blake and Fire Chief Jim Black always did their jobs without complaint. Sewer Superintendent Rodney Jenkins saved the town millions of dollars designing a plan for a new sewer plant. Mr. Chabot said that these people have made the job wonderful, and he will miss working with them all.

V. FUTURE AGENDA ITEMS

A. WATER SUPERINTENDENT CONTRACT

B. HIGHWAY SUPERINTENDENT CONTRACT

C. Town Offices lease with Troy Brown

D. Ping 4

E. Job descriptions group

F. Mr. Smith asked that the Finance Committee be invited to attend a meeting in April to give a budget update.

At 6:55 PM Mr. Smith moved, and Mr. Chabot seconded, a motion to enter Executive Session to discuss strategy related to collective bargaining, and also to conduct contract negotiations with non-union personnel. Roll call: Walter, yes; Smith, yes; Chabot, yes. So voted. Mrs. Walter announced that the Board would exit Executive Session only to adjourn.

At 8:15 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