

MINUTES OF SELECTMEN'S MEETING
JUNE 16, 2009

Chairman Petraitis called the meeting to order at 7 PM in the Senior Center with all members present.

I. Mrs. Walter moved, and Mr. Filipkowski seconded, a motion to defer the approval of the June 9th minutes to next week. So voted.

II. OLD BUSINESS

A. The selectmen reviewed three requests for money from the Holden Hospital Fund for FY2010. The North Brookfield Emergency Squad had requested \$10,000.00, the North Brookfield Emergency Management Agency had requested \$3,000.00, and the Police Department requested \$3,500.00. The town is now in receipt of a letter from UMassMemorial stating that the town will be receiving \$14,297.00 as its FY10 distribution. There is also a balance of \$11,684.00 currently in the account. Mrs. Walter moved, and Mr. Filipkowski seconded, a motion to approve all three requests, pending receipt of the funds from UMassMemorial. So voted.

B. Mrs. Walter announced that there is still a vacancy on the School Committee. Interested residents should contact a member of the School Committee or the Board of Selectmen.

C. Mr. Petraitis discussed two Financial Management items the first recommended to the town by Dan Haynes of the Town's auditing firm of Hirbour and Haynes was the use of standardized payroll forms; and the second a recommendation by the Finance Committee to implement a simplified purchase order system.

The selectmen have previously discussed the payroll forms, and it was agreed that the Highway Department would try out the forms and see if it makes processing the payroll easier for both the department and also the town accountant. Highway Superintendent Gary Jean agreed to review the forms and get back to the selectmen with any comments.

Mr. Petraitis stated that the purchase order system may be somewhat redundant, given the anticipated spending reports already submitted by town departments. Mr. Petraitis suggested that a dollar value be assigned to the purchase orders, perhaps any purchase over a certain amount of money would need a purchase order, and smaller routine purchases would not. Mrs. Walter noted that the town accountant's software package has the capability of processing purchase orders. Mr. Petraitis offered to draft a letter to town departments asking for their input.

D. Mr. Petraitis reminded residents that the annual town meeting will be held on Friday evening at 7:30 PM to finalize the FY2010 budget.

E. Mrs. Walter reminded people that there will also be a special town meeting at 7 PM on Friday night.

Mike Tillotson, co-chairman of the Local Public Access Channel, gave selectmen a letter further explaining a plan to pay members a small stipend for work filming various committee meetings or for studio work. Mr. Tillotson explained that the department head of any committee being filmed would sign off on a pay voucher that would verify that the work was done. Mr. Tillotson also explained that he has contacted Tom Cohan, Governmental Relations Manager at Charter, and that Mr. Cohan has confirmed that paying workers from the LPAC Gift accounts is an appropriate use of those funds.

The selectmen asked for one week to review the information, and will make a decision next week on whether or not to approve the paying of LPAC workers.

III. NEW BUSINESS

K. The selectmen opened fuel bids from three bidders: Fountain and Sons, Radio Oil, and Dennis K. Burke. Mrs. Walter moved, and Mr. Filipkowski seconded, a motion to take the bids under advisement, and award them next week. So voted.

L. The selectmen opened bituminous bids from J. H. Lynch and Sons, and Massachusetts Broken Stone. Mrs. Walter moved, and Mr. Filipkowski seconded, a motion to take the bids under advisement for review by the highway superintendent, and award the bids next week. So voted.

The selectmen opened various road materials bids from: Rafferty Fine Grading, Bond Construction, All States Asphalt, F. T. Smith Sand and Gravel, Murray Paving Reclamation, and J. H. Lynch and Sons. Mrs. Walter moved, and Mr. Filipkowski seconded, a motion to take the bids under advisement for review by the highway superintendent. So voted.

A. Kevin Kennedy from Bay State Grants was not present.

B. Mr. Filipkowski reviewed an e-mail from Eric Hevy requesting appointment to the Finance Committee. Mrs. Walter suggested that this be deferred to next week when the selectmen do their annual appointments.

C. A letter from David Maher requesting appointment to the Conservation Commission was also deferred to next week.

D. Mrs. Walter moved, and Mr. Filipkowski seconded, a motion to approve a mortgage subordination for Deborah Carroll of 127 School Street. So voted and signed.

E. Mr. Filipkowski read a letter from the Board of Water Commissioners asking to be exempt from submitting the monthly anticipated spending reports. The commissioners feel that this is a duplication of effort since they already keep close tabs on their budget. Mr. Petraitis moved, and Mrs. Walter seconded, a motion to take the letter under advisement, and to ask the Water Department to show the selectmen what process they use to track spending, and why they consider it a duplication of effort.

F. Mr. Petraitis reviewed a proposed lease agreement with Paradise One Realty for the property at 13 Summer Street, which is where the police department is currently located. The lease runs from July 1, 2009 to May 1, 2010, and after that it will be a month-to-month basis. The rent for the period will be \$441.15 per month. Mrs. Walter moved, and Mr. Filipkowski seconded, a motion to approve and sign the lease. So voted.

G. Mr. Petraitis read a letter from Charter Communications asking the town to adopt a resolution consenting to their restructuring. Mrs. Walter moved, and Mr. Filipkowski seconded, a motion to defer this to next week. So voted.

H. Chief Thomasian was present to review his departmental report for the month of May. He reported 34 incidents and 19 arrests or summons for the month. Mrs. Walter moved, and Mr. Filipkowski seconded, a motion to accept the report. So voted.

I. Mrs. Walter reviewed an e-mail from Treasurer Anne Jannette asking that the selectmen remind town officials that vacation and sick time should be pro-rated, based on the policy outlined in the Employee Handbook.

J. Mr. Filipkowski reviewed a hearing notice from the Zoning Board of Appeals regarding a hearing to be held on June 29th on the application of Richard Ferguson for a variance to the front setback requirements.

The selectmen reviewed four requests for the transfer of funds. Mrs. Walter moved, and Mr. Filipkowski seconded, a motion to approve the following:

1. \$3,142.26 from the General Insurance Account to the Town Counsel Account
2. \$2,000.00 from the Group Insurance Account to the Town Counsel Account
3. \$218.51 from the Assessors Salary Account to the Elections and Registrars Salary Account

4. \$1,384.00 from the Cemetery Commissioners Salary Account to the Cemetery Salary Account

M. The Board reviewed an Anticipated Spending Report from the Water Department for the month of July. Mrs. Walter moved, and Mr. Filipkowski seconded, a motion to approve the report. So voted.

N. The selectmen discussed items for future agendas, including the annual appointments to be done next week, a presentation next week on the results of the town hall surveys, and the items that were deferred from this week.

The selectmen reminded residents once again that Friday night's town meetings are an opportunity to voice your opinion on how the town is run.

At 8:05 PM Mrs. Walter moved, and Mr. Filipkowski seconded, a motion to enter executive session for the purpose of contract negotiations. Roll call: Petraitis, yes; Walter, yes; Filipkowski, yes. So voted. Mr. Petraitis announced that the Board would exit executive session only to adjourn.

At 9:30 PM the Board came out of executive session. Mrs. Walter moved, and Mr. Filipkowski seconded, a motion to adjourn. So voted.

Respectfully submitted,

Leslie Scott Burton
Administrative Assistant