

Minute Clarification - mfw

MINUTES OF SELECTMEN'S MEETING JULY 7, 2009

Chairman Petraitis called the meeting to order in the Senior Center at 7:05 PM with all members present.

I. Mrs. Walter moved, and Mr. Filipkowski seconded, a motion to approve the minutes of June 23, 2009 as amended. So voted.

IA. Mrs. Walter moved, and Mr. Filipkowski seconded, a motion to approve school warrant #1061 for \$52,472.05, general warrant #1062 for \$6,108.26, general warrant #1063 for \$186,754.24, and payroll warrant #27 for \$172,987.66. So voted.

Mrs. Walter moved, and Mr. Filipkowski seconded, a motion to approve general warrant #1000 for \$652,983.70, and payroll warrant #1 for \$53,329.24. So voted.

II. OLD BUSINESS

A. Mr. Petraitis explained that Charter Communications has asked the town to either pass a resolution consenting to Charter's bankruptcy reorganization, or to send a letter stating that the town will not take any action. Mrs. Walter moved, and Mr. Filipkowski seconded, a motion to take no action regarding the reorganization of Charter Communications, and to send a letter indicating as much to Charter. So voted.

B. Mr. Filipkowski reviewed a letter to be sent to all town employees clarifying the correct way to calculate sick time, vacation time, and holidays. The letter notes that the correct procedure is in the town's Employee Handbook, and it states that benefits should be pro-rated according to the number of hours worked per week. Mrs. Walter moved, and Mr. Filipkowski seconded, a motion to approve and sign the letter. So voted.

C. Mr. Petraitis noted that on June 25th the selectmen, along with Building Inspector John Couture and Highway Superintendent Gary Jean, met with Mr. and Mrs. Zuidema, the residents of 8 Willow Street. Mr. Petraitis read letters from Mr. Couture and Mr. Jean who both noted that they do not believe the water in the Zuidema basement is coming from a town source. Mr. Jean outlined steps that he has taken since that meeting to stop road runoff from entering the Zuidema property, and Mr. Couture noted some steps that the Zuidemas could take, such as installing gutters and an automatic sump pump with a drain line. Mr. Petraitis noted that the

Zuidemas are aware of this information, and they will report back to the selectmen in a couple of months.

III. NEW BUSINESS

E. At 7:15 PM Mr. Petraitis opened a public hearing to notify residents of roads to be paved this summer. Those roads are: Old East Brookfield Road from Lincoln Street to North Street; Lincoln Street from Old East Brookfield Road to Ward Street; and Summer Street from Main Street to Union Street. Highway Superintendent Gary Jean noted that Mass Highways is now requiring the public hearing to inform residents of any possible impact of the paving. Mr. Jean warned that people can expect lane closings and may encounter traffic delays from the paving operation. Eight residents were present at the hearing.

II. OLD BUSINESS

D. Finance Committee co-chairs Bob Smith and Jim Lovett joined the meeting to discuss the FinCom's recommendation that the town implement a simplified purchase order system. Mr. Smith spoke in favor of a system whereby the Finance Committee and the Board of Selectmen would be able to monitor budgets and know when funds are already "spoken for," meaning that a department has already ordered supplies and services to be paid from account balances. The remaining balance after the encumbrance would give a realistic figure of the actual balance in the line item accounts. Mr. Smith suggested the use of the term "encumber" rather than purchase order. Mr. Smith stated that a full blown purchase order system is not what was intended by the Finance Committee at this time.

Mr. Petraitis stated that he had spoken with various department heads, and that they expressed concern over the redundancy of purchase orders vs. the anticipated spending reports, and also were concerned about the amount of time it would take to do this additional paperwork.

Mrs. Walter stated that she and Town Accountant, Nancy Nykiel revised the anticipated spending report so that it could be used as a budget encumbrance report to satisfy the Finance Committee recommendation. Ms Walter provided a sample of the draft form and made copies available to those present. The form was reviewed and Finance Committee co-chair James Lovett proposed that it be implemented as soon as possible. Mrs. Walter stated that she would draft guidelines for use of the form and have a small group of employees test the process prior over the next two weeks. It was

agreed that full implementation would occur by August 1. Mr. Lovett also stated that once the Form was released to all town departments the process could be revisited and “tweaked” if necessary in a few months.

E. Mr. Petraitis read a list of vacancies on various town boards and committees. The list has also been posted on the town’s website. Mr. Petraitis urged any resident who would like to serve on a town committee to contact the selectmen’s office.

III. NEW BUSINESS

A. Mrs. Walter read an email from Brandon Avery asking to be appointed to the Town House Renovation Committee. Mrs. Walter moved, and Mr. Filipkowski seconded, a motion to appoint Mr. Avery. So voted.

Mrs. Walter moved, and Mr. Filipkowski seconded, a motion to accept the results of the town house surveys, as presented by Ray Hebert, Julie McCarthy, and Ellen Smith on June 23rd. So voted.

B. Mr. Petraitis read an e-mail notifying the selectmen that Carl Gustafson will be unable to continue on the Conservation Commission. Mrs. Walter moved, and Mr. Filipkowski seconded, a motion to accept the resignation and send a letter of thanks. So voted.

C. Mrs. Walter moved, and Mr. Filipkowski seconded, a motion to approve and sign a contract with the North Brookfield Emergency Squad, Inc., for ambulance services thru June 30, 2010, for a cost of \$22,500.00. So voted.

D. Mr. Petraitis reviewed a memo from Graves Engineering asking that the selectmen sign off on a Stormwater Pollution Prevention Plan for the site of the new police station. Mrs. Walter moved, and Mr. Filipkowski seconded, a motion to approve and sign the plan. So voted.

F. The girl scouts were unable to attend, so this item will be rescheduled to July 21, 2009.

G. Mrs. Walter read two letters requesting permission to carry over time into the next fiscal year; one from Treasurer Anne Jannette asking to carry over eight days, and one from the Selectmen’s Administrative Assistant Leslie Burton to carry over one day. Mrs. Walter moved, and Mr. Filipkowski seconded, a motion to approve the requests. So voted.

H. Anticipated Spending Reports were received from the Board of Assessors and the Water Department. Mrs. Walter moved, and Mr. Filipkowski seconded, a motion to approve the requests. So voted.

I. Mrs. Walter moved, and Mr. Filipkowski seconded, a motion to approve to requests to transfer funds; one to transfer \$1,416.70 from Group Insurance to Street Lighting, and the other to transfer \$5,221.42 from Group Insurance to the Town Counsel Account. So voted.

J. Mrs. Walter reviewed goals and objectives for the Board of Selectmen as outlined in the Town Government chapter of the Master Plan, and also some listed in the Financial Management Review that was done by the Department of Revenue. Mrs. Walter asked that Mr. Filipkowski and Mr. Petraitis familiarize themselves with the list, and take on one or more of the projects listed.

Mr. Filipkowski reviewed a letter from Richard Dupre, Jr. volunteering for a committee to plan a "fall festival." Mr. Dupre suggested several activities, including a barn dance under the stars and musical events. Mrs. Walter moved, and Mr. Filipkowski seconded, a motion to establish a Fall Festival Committee, and to appoint Mr. Dupre as chairman. So voted. The selectmen asked that anyone interested in serving on this committee contact the selectmen's office.

At 8:55 PM Mrs. Walter moved, and Mr. Filipkowski seconded, a motion to enter executive session for the purpose of discussing contract negotiations. Roll call: Petraitis, yes; Walter, yes; Filipkowski, yes. So voted. Mr. Petraitis noted that the selectmen would exit executive session only to adjourn.

At 9:20 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