

## **MINUTES OF SELECTMEN'S MEETING DECEMBER 30, 2014**

Chairman Smith called the meeting to order in the Senior Center at 6:05 PM with Mrs. Walter and Mr. Hevy also present.

Present in the audience were Charles and Claudette Marshall.

### **I. APPROVAL OF MINUTES**

- **December 2, 2014**

Mrs. Walter moved, and Mr. Hevy seconded, a motion to approve these minutes as amended. So voted.

- **December 16, 2014**

Mrs. Walter moved, and Mr. Hevy seconded, a motion to approve these minutes as written. So voted.

### **II. APPROVAL OF WARRANTS**

- **Warrant #1033 for \$124,651.44**
- **Warrant #1034 for \$62,651.53**
- **Payroll Warrant #13 for \$298,687.99**

Mrs. Walter moved, and Mr. Hevy 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. Smith announced that audience members may briefly comment on any of tonight's agenda items through the Chair.

### **IV. FINANCIAL REPORT**

- **Review of departmental budgets**

The Selectmen reviewed budgets for every department so far this year. (Attachment #1) Mr. Smith noted that overall the budgets are where they should be for this time of year. There is an overtime account in one department that seems to be high, but that will be monitored. Some line items are very low, but that is because we pay in advance for things like insurance.

### **V. OLD BUSINESS**

- **Town House Advisory Committee update**

Mr. Hevy explained that the RFQ information has been published in the Central Register and proposals are due back January 5<sup>th</sup>. Fourteen packets were requested and sent out. On Monday December 29<sup>th</sup> members of the the Town House Advisory Committee held a walkthrough of the building for prospective bidders. When the RFQs are submitted the committee will review them and make a recommendation to the Selectmen.

- **Accept donations to Police Vehicle Gift Fund**

Mr. Smith reviewed a list of donations to the Police Vehicle Gift Fund. (Attachment #2) The current balance in the account is \$10,249.16. Mrs. Walter moved, and Mr. Hevy seconded, a motion to accept the donations. So voted.

## **VI. DEPARTMENTAL REPORTS**

There were no departmental reports.

## **VII. NEW BUSINESS**

- **Resignation of William Skrobul from Cable Advisory Committee**

Mr. Smith reviewed a letter of resignation from William Skrobul of the Cable Advisory Committee. (Attachment #3) Mrs. Walter moved, and Mr. Hevy seconded, a motion to accept the resignation with regret. So voted.

- **CMRPC MOU**

The Selectmen reviewed an e-mail from Nick Burnham of Central Massachusetts Regional Planning Commission (CMRPC) asking the Selectmen to review an updated Memorandum of Understanding to belong to the Metropolitan Planning Organization. (Attachment #4) This group is a consortium of state and local officials, along with regional planning agencies who prioritize how certain federal funds are spent on the areas roadways, bridges, and public transportation. CMRPC is asking for comments on the proposed revised MOU by January 9<sup>th</sup>. Mr. Smith noted that he did not have any comments or questions. Resident Charles Marshall asked why there is no bus service to North Brookfield? Mr. Smith noted that perhaps CMRPC will do a study on how much interest there is in this.

- **Payroll request from Sewer Department**

Mr. Smith reviewed an e-mail from Sewer Superintendent Rodney Jenkins asking to combine the extra \$2 per hour that Sewer Administrative Assistant Laurie Lapierre receives for performing Water Operator duties with her Administrative Assistant pay. (Attachment #5) Mr. Smith noted that when Ms. Lapierre's position was reclassified it was after the budget was developed and it was paid from two separate accounts. Now the Sewer Department would like to combine the money into one account for FY2016. Mr. Smith said that the line item should be changed to Sewer Administrative Assistant/Operator Salary account, and the hours worked noted on the time sheets to accurately reflect the hours worked for each. Mrs. Walter so moved, and Mr. Hevy seconded. So voted.

- **Adopt new job descriptions**

Mrs. Walter showed a notebook containing revised job descriptions for all town employees. (Available in the Selectmen's office) She noted that Kopelman and Paige provided sample job descriptions and a committee worked with the department heads to edit the sample descriptions into the final job descriptions. Every department was given the sample descriptions and made their changes along with the committee. Now the committee would like to send the final job descriptions back to the departments. She

suggested having a meeting with the various departments and employees to explain how these will be beneficial to the town and also to the employee.

Mr. Hevy noted that he had some questions on the Fire Department job descriptions, and was told that Mr. Smith and Leslie had worked out those questions.

Mr. Smith said that some of the job descriptions did not specify that those positions are appointed by the Selectmen. He would like to take another look.

Mr. Hevy stated that he would like more time to review the job descriptions. Mrs. Walter noted that the committee hopes to send the descriptions back to the departments by mid-January.

## **VIII. ANNOUNCEMENTS**

- **CDBG Public Forum at Senior Center January 6<sup>th</sup>**

Mrs. Walter reviewed an announcement that there will be a public forum on January 6<sup>th</sup> at the Senior Center to discuss specific recommendations by the Town's engineers to improve drainage, water, sewer, road and sidewalk problems in the East Side neighborhood. (Attachment #6) Mrs. Walter noted that it is very important for the community to get involved and provide input.

Mr. Smith stated that this block grant was done in conjunction with the Town of Spencer and Pioneer Valley Planning Commission and the engineers have some specific information to present along with proposed remedies. The proposed remedies will hopefully be funded in part by another block grant with the towns of Spencer, Brookfield and Warren. We have to prove that North Brookfield is eligible for these federal funds, so the resident income surveys are critical.

Mrs. Walter noted that representatives from Pioneer Valley Planning Commission will be canvassing the area again this Sunday.

- **Hearts for Heat**

Mr. Smith reminded residents that heating assistance is available for anyone who needs it through the Hearts for Heat program. To request an application or for more information, residents should contact [ellen@heartsforheat.org](mailto:ellen@heartsforheat.org).

- **Cable Advisory Committee**

Mr. Smith announced that the Cable Advisory Committee is in immediate need of volunteers to help formulate the Town's negotiating position with Charter Communications, and to catalog complaints from residents. Anyone interested is urged to contact the Board of Selectmen.

## **IX. PENDING/FUTURE AGENDA ITEMS**

- **See attached list**

Mr. Smith asked if it was necessary to keep the beaver issues on this list? Mrs. Walter stated that things are going well right now with the Conservation Commission and the

Board of Health handing the complaints. She reminded residents in areas who have already received assistance with beaver removal such as Tucker Road to stay vigilant that the beavers don't return. Mr. Smith suggested taking these items off of the list for now, unless new problems crop up.

Mr. Smith stated that he will contact John Thomasian from the Water Commissioners to ask about their request to meet with the Selectmen.

Mr. Hevy stated that he would like to hold an executive session to discuss the property where the school sign is located. Mrs. Walter questioned whether or not this would qualify as executive session material.

Mr. Smith stated that he would like to schedule a meeting with Chief Thomasian on January 13<sup>th</sup> to discuss the process for hiring his replacement.

Mr. Smith asked about holding a budget workshop, and it was the general consensus that this should be held after FY2016 departmental budgets are due.

#### **X. EXECUTIVE SESSION**

There was no executive session.

There being no further business, at 7:15 PM Mrs. Walter moved, and Mr. Hevy seconded, a motion to adjourn. So voted.

Respectfully submitted,

Leslie Scott Burton  
Administrative Assistant

### **PENDING/FUTURE SELECTMEN'S ITEMS**

**Wendemuth Meadow  
Tucker Road beaver issues  
Brickyard Road beaver issues  
Murphy Road beaver issues  
Murphy Road Bridge Project  
Solterra Agreement  
NBDDP  
CDBG Infrastructure Study  
Gilbert Street Stormwater issues**

**Police Chief Search Committee**  
**Budget Workshop**  
**Finance Committee recommendations**  
**Town Offices server recommendations**  
**Changes to health insurance tiers**  
**Cable license renewal Oct 2015**  
**Water Superintendent retirement**  
**PDA Study**  
**Purchase Orders**  
**Vacancies on town boards**  
**Creation of Financial Advisory Committee**