

MINUTES OF SELECTMEN'S MEETING JULY 16, 2013

Chairman Walter called the meeting to order at 7 PM in the Senior Center with Mr. Smith and Mr. Chabot also present. Mrs. Walter reminded those in attendance that the meeting was being both audio and video taped.

I. APPROVAL OF MINUTES OF JUNE 19, 2013 APPROVAL OF MINUTES OF JULY 2, 2013

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

IA. APPROVAL OF SCHOOL WARRANT #1072 FOR \$44,001.38 APPROVAL OF GENERAL WARRANT #1073 FOR \$60,008.52 APPROVAL OF PAYROLL WARRANT #28 FOR \$87,232.02

Mr. Smith moved, and Mr. Chabot seconded, a motion to approve the aforementioned FY13 warrants. So voted.

APPROVAL OF WATER WARRANT #1001 FOR \$221,581.81 APPROVAL OF GENERAL WARRANT #1002 FOR \$49,048.05 APPROVAL OF PAYROLL WARRANT #2 FOR \$106,697.11

Mr. Smith moved, and Mr. Chabot seconded, a motion to approve the aforementioned FY14 warrants. So voted.

II. OLD BUSINESS

A. DEPUTY RICK PETERS RE: PING4ALERT

Deputy Rick Peters of the Worcester County Sheriff's Department was present to inform residents about the Ping4Alert free smartphone application. (Attachment #1) According to Deputy Peters, this application will broadcast safety, traffic, weather, and school alerts directly to a smartphone, based on your geographical location. The phone must be either an i-phone or an android based phone. It was agreed that this information should be posted on the Town's website, along with a U-Tube video from the Sheriff's Department. The Selectmen thanked Deputy Peters for coming.

B. AWARD BITUMINOUS BIDS

Mr. Chabot read a letter from Highway Superintendent Gary Jean (Attachment #2) regarding that the bids for Bituminous Concrete that were opened at the last meeting. Mr. Chabot moved, and Mr. Smith seconded, a motion to accept Mr. Jean's

recommendation and award the bid to Mass Broken Stone for a price of \$66.31 per ton. So voted.

C. HUMAN RESOURCES

1. SEXUAL HARASSMENT AND ANTI-DISCRIMINATION POLICIES

The Board reviewed a suggested Sexual Harassment and Anti-Discrimination Policy from Kopelman and Paige against the Town's current policy that was adopted in 2007. (Available in the Selectmen's office) It was agreed that the new proposed policy is more comprehensive and should be adopted. Leslie will send the new policy to the union representatives for comment with notification that the Board intends to implement the policy as of September 1, 2013.

2. JOB DESCRIPTIONS

Mr. Smith suggested that the Selectmen hold a meeting with town employees to work out a timetable for the implementation of job descriptions.

3. PURCHASE ORDERS

Mr. Smith noted that the implementation of purchase orders affects the Town Accountant and incorporates a lot of paper. He would like to implement purchase requests instead that would not apply in the case of an emergency. It was agreed to set the limit below which permission is not needed to \$250.00. Mr. Smith will work on forms for the next meeting.

III. NEW BUSINESS

A. ROSS HUBACZ RE: WATER DEPARTMENT FORESTRY MANAGEMENT PLAN

Ross Hubacz, a forester with Hull Forestry Products, was present with a forest cutting plan to be signed for 19 acres of land surrounding the Oakham Road water pumping station. (Available in the Selectmen's office) Mr. Hubacz noted that land on Oakham Road contains a lot of red oak trees that are worth a little bit more money than the West Brookfield Road trees. He has met with Superintendent Steve Jones and Mr. Jones is satisfied with the cutting plan. Mr. Smith moved, and Mr. Chabot seconded, a motion to sign the paperwork. So voted. Mrs. Walter stated that in her opinion the land is town property, not water department property. She noted that the Selectmen will sign the contract, and the money will go to the Town. The Water Department will have to ask for the money at Town Meeting.

Mr. Smith noted that the Board had received some complaints about the logging operation at the Town Forest property on West Brookfield Road, and felt that Mr. Hubacz's response was quite good. He asked Mr. Hubacz to explain the concept of thinning of the forest and why it is beneficial. Mr. Hubacz explained that the stand on West Brookfield Road was established in the late 1930s to the early 1940s, and that many of the trees were weak and dying. The growth rings show slow and unhealthy growth rates in the past decade. Those trees were removed to make room for the more valuable trees like red oak. In another 10 to 15 years the Town can go back and thin out the trees again.

B. LIFEGUARDS

Mrs. Walter noted that the Selectmen have not received a schedule for the lifeguards from the Town Beach Committee. She thinks the Selectmen should consider closing the beach. Mr. Smith moved, and Mr. Chabot seconded, a motion to ask Mr. Blood to run the ad for lifeguards again with no mention of the pay rate. Mr. Smith suggested that Mr. Blood do some research on what lifeguards in area towns are paid.

C. TRANSFER REQUEST

The Board reviewed a request from the Town Collector to transfer \$286.90 from the Collector Clerk Salary to the Collector Supplies Account. (Attachment #3) Mr. Smith moved, and Mr. Chabot seconded, a motion to approve the transfer. So voted.

Mrs. Walter noted that the Assistant Plumbing Inspector Salary of \$414.00 needs to be encumbered into FY14 since he has not been paid yet for FY13. Mrs. Walter signed that encumbrance request. (Attachment #4)

IV. ANNOUNCEMENTS

A. VACANCIES ON TOWN BOARDS: FINANCE COMMITTEE, TOWN BEACH COMMITTEE, CONSERVATION COMMISSION

Mrs. Walter announced that there are vacancies on the above mentioned committees. Ms. Sheila Orsi had come into the meeting earlier to drop off a letter asking to be appointed as an alternate to the Finance Committee. (Available in the Selectmen's office) Mr. Smith moved, and Mr. Chabot seconded, a motion to appoint Ms. Orsi. So voted.

B. NBEMS SUBSCRIPTION DRIVE

Mr. Smith read an announcement from the North Brookfield Emergency Squad asking residents to support their subscription drive. Mr. Smith pointed out that the rates are very reasonable for a service that is available 24 hours per day.

C. DOG LICENSE REMINDER

Mr. Chabot reminded residents that dog licenses are now overdue. There is currently a \$5 late charge, and after September 1st there will be a \$25 late charge.

V. FUTURE AGENDA ITEMS

Purchase orders

Plan for the implementation of job descriptions

There being no further business, at 8:30 PM Mr. Smith moved, and Mr. Chabot seconded, a motion to adjourn. So voted.

Respectfully submitted,

Leslie Scott Burton
Administrative Assistant