

## MINUTES OF SELECTMEN'S MEETING FEBRUARY 12, 2013

Chairman Petraitis called the meeting to order in the Senior Center at 7:05 PM with Mrs. Walter also present. Mr. Chabot was present remotely via cell phone. Mr. Petraitis reminded those in attendance that the meeting was being both audio and video taped.

### **I. APPROVAL OF MINUTES OF JANUARY 29, 2013 APPROVAL OF EXECUTIVE SESSION MINUTES OF JANUARY 29, 2013**

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

#### **IA. APPROVAL OF SCHOOL WARRANT #1041 FOR \$103,931.34 APPROVAL OF GENERAL WARRANT #1042 FOR \$78,998.45 APPROVAL OF PAYROLL WARRANT #17 FOR \$287,154.67**

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

### **IB. PUBLIC COMMENT PERIOD**

There was no one present for the Public Comment Period.

## **II. OLD BUSINESS**

### **A. STODDARD COURT POLE HEARING**

Claire Varelas of Verizon was present to continue the discussion on Verizon's request to install two new poles on Stoddard Court. Two weeks ago when this was brought up Mr. and Mrs. Garvin of 6 Stoddard Court asked for clarification on the exact location of the poles. Ms. Varelas reported that she met with the Garvins, and the intended pole location was acceptable to them. Susan Johnson of 9 Nursery Avenue was present and stated that it was she who had requested the relocation of the lines, which run over her yard but do not serve her home. Mrs. Walter moved, and Mr. Chabot seconded, a motion to approve the location of the two new poles on Stoddard Court. So voted.

### **B. FUSS AND O'NEILL PROPOSAL**

Mrs. Walter reviewed a proposed contract for services from Fuss and O'Neill for \$5,750.00. (Available in the Selectmen's office) Fuss and O'Neill proposes to oversee the closure of the underground storage tank (UST) located at the Town House. Mrs. Walter moved, and Mr. Chabot seconded, a motion to approve and sign the contract. So voted.

Mrs. Walter then reviewed a letter from David Foss of Fuss and O'Neill (Attachment #1) in which he reviews two bids for the UST closure, one from LaMountain Brothers of Charlton, and the other from New England Disposal Technologies (NEDT) of Sutton. Mr. Foss reported that he has worked with both companies, and they are both reputable and well-qualified. Mr. Foss noted that the price difference between the two bids is less than \$43, however NEDT did not submit a price for the final paving restoration. Because of this, Mr. Foss recommends that the Selectmen award the work to LaMountain Brothers. Mr. Chabot stated that he has worked with LaMountain, and Mrs. Walter noted that LaMountain recently removed two old tanks at the Elementary School. Mr. Chabot moved, and Mrs. Walter seconded, a motion to award the work to LaMountain Brothers. So voted.

### **C. AG COMMISSION APPOINTMENTS**

James Mandela and Carole Cutrumbes were present to be appointed to the newly formed Agricultural Commission. At their last meeting the Selectmen had appointed three members. Mrs. Walter moved, and Mr. Chabot seconded, a motion to appoint Mr. Mandela and Mrs. Cutrumbes. So voted.

### **D. NBEMA BOARD OF DIRECTORS**

Deputy Director Anne Adams and Chief Operating Officer Gary McComas of the North Brookfield Emergency Management Agency (NBEMA) were present to speak with the Selectmen about the possibility of appointing a Board of Directors or Executive Committee for the group. Mr. Petraitis noted that at the last meeting the Selectmen read an e-mail from Mrs. Adams stating that the group did not want to have a Board of Directors.

Mrs. Adams stated that she has spoken with Bruce Agusti of MEMA, who said that the Board of Directors is not necessary under the ICS structure.

Mr. Petraitis noted that the Selectmen are not trying to change the ICS (Incident Command Structure); this suggestion is for the group's administrative functions. He stated that he was presented with questions from NBEMA members about what constitutes a quorum, and what to do when the director is not present, so he attended a recent meeting of the NBEMA. Mr. Petraitis noted that the NBEMA group is not posting meeting notices and agendas, not keeping minutes, not processing bills on a timely basis, not submitting budgets and town reports, and not following through on grant paperwork. It appears that they need some help.

Mrs. Adams stated that there is a financial person within the ICS structure. When Mr. Petraitis asked who that person is, Mrs. Adams replied that the group does not currently have a financial person, she is doing that job along with her deputy director duties. Mrs. Walter pointed out that Mrs. Adams is trying to do too much, and things are not getting done properly.

Mrs. Walter asked how many lead positions are within the ICS structure, and Mrs. Adams stated that the director, the Deputy Director, and the Chief Operating Officer are considered the management positions.

When Mr. McComas stated that the Police Department and Fire Departments do not have Boards of Directors, Mr. Petraitis noted that the Fire Department does have a Board of Engineers who all sign off on bills.

Mrs. Adams stated that she wanted to table this discussion until the next meeting when Director Doug Blood can be present. It was agreed to postpone this until February 26<sup>th</sup>.

#### **E. FIRE DEPARTMENT NEEDS**

Mr. Petraitis asked that this item be postponed until the next meeting, as he has not had time to speak with Fire Chief Brad Gannon.

### **III. NEW BUSINESS**

#### **A. FY14 GROUP INSURANCE RENEWAL**

Mr. Petraitis reviewed a letter from Treasurer Anne Jannette regarding a recent meeting of the Insurance Advisory Committee. (Attachment #2) Mrs. Jannette reported that at that meeting Fallon Community Health Plans presented a 0% rate increase for the Town's FY14 health insurance. The IAC voted to accept the proposal, and forward it to the Selectmen for approval. Mrs. Walter moved, and Mr. Chabot seconded, a motion to accept the proposal of Fallon for the Town's FY14 health insurance. So voted.

#### **B. QUESTION WHETHER OR NOT TO CHARGE FOR TOWN HOUSE BUILDING PERMIT**

Mr. Petraitis noted that in the past the Town has waived permit fees for projects involving Town buildings. Building Inspector John Couture has asked if the Selectmen want him to waive the fee for the Town House Bell Tower restoration work. Mrs. Walter noted that although the Town's insurance company is paying for the work, the money would be better spent on the project instead of the permit fees. Mr. Chabot moved, and Mrs. Walter seconded, a motion to waive the permit fees. So voted.

#### **C. SIGN FOR TOWN HOUSE PROJECT**

The Selectmen reviewed a draft for a sign at the Town House that is required to be posted in order to satisfy requirements of two grants received for the project. (Attachment #3) The proposed sign names the Massachusetts Historical Commission and the Hart Family Fund as contributors. Mrs. Walter noted that neither of these organizations is paying for the entire project, or even the majority of the project. She suggested that both groups be listed under a statement saying "funded in part by," and

that the Friends of the Town House and the residents of North Brookfield be added as well. MIIA, the Town's insurance company that is paying for most of the project, said that they did not care if they were listed on the sign or not.

#### **IV. ANNOUNCEMENTS**

##### **A. ELECTION UPDATE**

Mr. Petraitis reviewed a memo from Town Clerk Sheila Buzzell about the Annual Town Election to be held on Monday May 6<sup>th</sup>, that lists the offices and incumbents up for re-election. (Attachment #4) The last day to file nomination papers is March 18<sup>th</sup> in the Town Clerk's office, and the last day to register to vote is Tuesday, April 16<sup>th</sup>.

##### **B. DOG LICENSES ARE NOW DUE**

Mr. Chabot announced that dog licenses are now available in the Town Clerk's office. The cost is \$6 for dogs that are spayed or neutered, and \$10 for those that are not.

#### **V. FUTURE AGENDA ITEMS**

##### **A. FORESTRY MANAGEMENT PLANS**

##### **B. BUDGET MEETING WITH FINCOM**

C. Mrs. Walter asked for a status update on the potential sale of the old fire truck to the Town of Hardwick.

D. Mrs. Walter asked that a future discussion about snow storage and parking by Quabuag Corporation on the NBDDP site be included.

E. Mr. Petraitis stated that he would like to meet with School Superintendent John Provost about school enrollment numbers for this year, and how this year's budget is working out.

F. Mrs. Walter asked about the progress on job descriptions.

There being no further business, at 7:45 PM Mrs. Walter moved,, and Mr. Chabot seconded, a motion to adjourn. So voted.

Respectfully submitted,

Leslie Scott Burton  
Administrative Assistant