

**MINUTES OF SELECTMEN'S MEETING
FEBRUARY 26, 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 FEBRUARY 12, 2013

Mrs. Walter moved, and Mr. Petraitis seconded, a motion to approve the minutes of February 12, 2013 as written. So voted.

**IA. APPROVAL OF SCHOOL WARRANT #1043 FOR \$129,242.88
APPROVAL OF GENERAL WARRANT #1044 FOR \$79,064.00
APPROVAL OF PAYROLL WARRANT #18 FOR \$299,179.17**

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. NBEMA RE: EXECUTIVE COMMITTEE

Mr. Petraitis stated that he had anticipated that members of the North Brookfield Emergency Management Agency (NBEMA) would be present this evening, but they are not. Mr. Petraitis stated that according to what was stated by NBEMA members at the last meeting, they have officers within their Incident Command Structure (ICS). He noted that the Selectmen have no interest in tampering with the ICS structure; the concern is that the group has people in place for the day to day business. He said that he has no problem with the NBEMA officers being the Executive Committee.

Mrs. Walter commented that the Director, Deputy Director and COO could do their jobs, and with the appointment of a treasurer or financial person and one other, they would have a committee of five members. Mr. Chabot said that he agreed 100% that the Executive Committee is necessary.

Mrs. Walter moved, and Mr. Chabot seconded, a motion that the Selectmen agree to follow the ICS structure for the executive officers of NBEMA, plus a financial person and one other to be nominated by NBEMA. So voted.

Mr. Petraitis stated that the only reason he attended the recent NBEMA meeting was because he was receiving questions about quorums and other issues. He asked that NBEMA members be notified of the Selectmen's decision, and ask that they fill the two other roles. Mrs. Walter noted that if they can't get volunteers from within their own group, perhaps there is a resident out there who would like to volunteer their time to help.

Mrs. Walter noted that the Selectmen thank the NBEMA members, no one is questioning what they do. NBEMA does an excellent job during emergency situations.

B. ROSS HUBACZ RE: FORESTRY PLANS

Ross Hubacz, a forester for Hull Forest Products, was present to ask the Selectmen to approve the three forestry management plans that he prepared. He noted that there was a public hearing earlier in the month where the plans were discussed and the general public was able to ask questions. Mr. Hubacz said that after the Selectmen approve the plans, he will submit them to the state forester to be approved.

Mrs. Walter noted that the public hearing went very well, and people seemed to have all of their questions answered. Mrs. Walter moved, and Mr. Chabot seconded, a motion to approve and sign the plans. Mr. Hubacz stated that he will send the town copies of the plans after they are approved by the state forester.

C. LANGUAGE FOR TOWN HOUSE SIGN

Mrs. Walter reviewed the language proposed for a new sign at the Town House thanking various groups for their financial support. (Attachment #1) Mrs. Walter moved, and Mr. Chabot seconded, a motion to approve the language. So voted.

D. SEWER DEPARTMENT REQUEST FOR FEMA FUNDS

Mr. Petraitis reviewed a memo from the Sewer Department asking to have money returned to it from FEMA reimbursement funds from the October 2011 snowstorm. (Attachment #2) Also on the memo are corrections to the figures from Town Accountant Nancy Nykiel. Mrs. Walter moved, and Mr. Chabot seconded, a motion to approve the transfer of \$6,595.50 in FEMA funds to the Sewer Department Miscellaneous Revenue Account. So voted.

E. TRISH MILLER RE: TOWN HOUSE BELL TOWER PROJECT

Trish Miller from the Friends of the Town House group was present to review a memo sent to the Selectmen from the Friends on February 20th. (Attachment #3) Mrs. Walter noted that Mass Historic has reminded us that the grant funds must be spent by September, and that they would like to approve a scope of work for the project. Mr. Petraitis said that in his opinion the most important thing that should be done with the

grant funds is to stop the water infiltration at the base of the bell tower. Jeff Samuelson has agreed to make a list of the tasks that need to be done to accomplish this.

Mrs. Walter asked how the Friends would like the Selectmen to be more involved as the project moves forward? Mr. Petraitis suggested that the Friends notify the Selectmen of the next meeting, and one of the Board will try to attend.

F. END OF 200TH ANNIVERSARY YEAR

Mrs. Walter stated that earlier this evening some members of the 200th Anniversary Committee came in to receive recognition for their service. She noted that the rest of the committee members and other people who participated will also be recognized. Mr. Petraitis said that the 200th celebration was really "neat," and Mr. Chabot said that it was a job well done.

III. NEW BUSINESS

A. RESIGNATION OF RICHARD BOULEY

Mr. Petraitis read a letter from Richard Bouley resigning from the Town Forest Committee. (Attachment #4) Mrs. Walter moved, and Mr. Chabot seconded, a motion to accept the resignation with regret, and to send a letter of thanks. So voted. Mrs. Walter noted that if any resident is interested in serving on this committee please let the Selectmen know.

B. JANUARY POLICE REPORT

Mrs. Walter reviewed the police report for the month of January 2013 as submitted by Police Chief Aram Thomasian, Jr. The Chief reported 12 incidents and 14 arrest/summons for the month. Mr. Chabot moved, and Mr. Petraitis seconded, a motion to accept the report. So voted.

IV. ANNOUNCEMENTS

A. TOWN ELECTION UPDATE

Mr. Petraitis read the list of available offices and incumbents for the May 6th Annual Town Election. (Available in the Town Clerk's office) The last day to file nomination papers is Monday, March 18th, and the last day to register to vote is Tuesday, April 16th.

B. DOG LICENSES ARE NOW AVAILABLE

Mrs. Walter reminded residents that 2013 dog licenses are now available in the Town Clerk's office. The cost is \$6 for dogs that are spayed or neutered, and \$10 if they are not.

C. RABIES CLINIC

Mr. Petraitis announced that there will be a rabies clinic at the Second Chance Animal Shelter on Saturday, April 13th from 9 AM to 11 AM. The cost is \$12.

V. FUTURE AGENDA ITEMS

Mrs. Walter noted that the Board has received two proposals for solar net metering. Solventerra may possibly submit a third proposal. This will be on the agenda when there are three proposals to discuss.

Mr. Petraitis asked if the Finance Committee has received all departmental budgets, and if they will be able to meet with department heads. Mrs. Walter stated that to her knowledge all budgets have been received except the school department, which is due by March 1st.

There was some discussion about the new job descriptions to be sent to the various department heads, and are the Selectmen asking the department heads to amend them. Mrs. Walter noted that these job descriptions are intended to list the responsibilities for the position based on what can be evaluated. The job descriptions will be sent to the department heads, and ask if the major responsibilities are not listed, and to add any comments or concerns on a separate piece of paper. Also, there are some blanks to be filled in.

There being no further business, at 7:45 PM Mrs. Walter moved, and Mr. Chabot seconded, a motion to enter Executive Session to consider the purchase, exchange, lease or value of real estate, because an open session may have a detrimental effect on the Town's negotiating position. Roll call: Petraitis, yes; Walter, yes; Chabot, yes. So voted. Mr. Petraitis announced that the Board would exit Executive Session only to adjourn.

At 8:20 PM the Board came out of Executive Session. Mrs. Walter moved, and Mr. Chabot seconded, a motion to adjourn. So voted.

Respectfully submitted,

Leslie Scott Burton
Administrative Assistant