

**MINUTES OF SELECTMEN'S MEETING  
AUGUST 14, 2012**

Chairman Petraitis called the meeting to order in the Senior Center at 7 PM with Mrs. Walter and Mr. Chabot also present.

**I. APPROVAL OF MINUTES OF JULY 30, 2012  
APPROVAL OF EXECUTIVE SESSION MINUTES OF JULY 30, 2012**

Mr. Chabot moved, and Mr. Petraitis seconded, a motion to approve the aforementioned minutes. So voted, with Mrs. Walter abstaining because she was not present on that date.

**IA. APPROVAL OF SCHOOL WARRANT #1009 FOR \$79,251.51  
APPROVAL OF GENERAL WARRANT #1010 FOR \$63,751.43  
APPROVAL OF PAYROLL WARRANT #4 FOR \$180,361.65**

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

**IB. PUBLIC COMMENT PERIOD**

Mr. Chabot noted that he has been asked to mention the need for signs warning of pedestrians in the center of town. It was noted that the one-hour parking signs are not being complied with, and should be replaced with signs warning of pedestrians crossing Main Street. In addition, this person asked Mr. Chabot to bring up the need for "no littering" signs in town.

**II. OLD BUSINESS**

**A. EMPLOYEE WORK SCHEDULES**

The Selectmen reviewed a document from Attorney Jack Dolan commenting on a policy for Employee Work Schedules. (Attachment #1) Attorney Dolan had four comments that the Selectmen agreed to incorporate, and a fifth suggestion on the employee work week needs to be reviewed. This will be put on the agenda again after conferring with the Town Accountant and other department heads about their work schedules.

**B. LETTER FROM HOLLY KULARSKI**

Mrs. Walter read a letter from Veterans' Agent Holly Kularski thanking the Selectmen for appointing her to the position. (Attachment #2) Mrs. Kularski noted that her office hours are Tuesday evenings from 5 PM to 8 PM, and the 1<sup>st</sup> and 3<sup>rd</sup> Monday nights from 5:30 PM to 7:30 PM.

### **III. NEW BUSINESS**

#### **A. CHRIS DUNPHY RE: CDBG PROGRAM**

Chris Dunphy and Andrew Loew from Pioneer Valley Regional Planning Commission (PVRPC) were present to speak to the Selectmen about the possibility of the Town applying for Community Development Block Grant (CDBG) funds. Mr. Dunphy noted that the CDBG program is extremely competitive, but North Brookfield has some good potential projects.

Mr. Petraitis noted that the Town needs an impact study for the flooding problem at Reed and Conroy Avenues, to see what the impact would be if the current drainage pipes were relocated to Main Street.

Mr. Loew reviewed a brief agenda that he had prepared (Attachment #3) showing what needs to be done by the Town and PVRPC in order to make the December deadline for CDBG applications. Mr. Loew noted that regional applications tend to score better, because the program is now so competitive. Mr. Dunphy stated that North Brookfield's current Community Needs Score is 30. The highest score is 35, but nothing lower than a 29 was funded last year. If we can add bonus points by regionalizing it will help.

Mr. Dunphy also said that the state likes to fund housing rehabilitation programs as part of a Town's application, so that should be considered. He noted that there are no up-front costs to the Town; PVRPC would be paid from the administration of a successful grant application. He also stated that community outreach is critical for a successful application.

It was agreed that the Selectmen will discuss potential projects and get back to Mr. Dunphy and Mr. Loew.

#### **B. COA DIRECTOR RE: USE OF GRANT FUNDS**

Senior Center Director Carol Wheeler was present to inform the Selectmen of her intent to increase the hours of receptionist Joyce Hebert from 12 hours per week to 15. She reviewed an e-mail dated August 2<sup>nd</sup> in which she explained the situation. (Attachment #4) The funding will come from additional MCOA Grant money that was received this year. She explained that she and the COA are aware that if the additional grant funds are not received next year, the Town is under no obligation to continue to fund the position. Mrs. Walter moved, and Mr. Chabot seconded, a motion to allow the COA to use the MCOA grant to increase the receptionist hours to 15 per week. So voted.

#### **C. ROAD PAVING IMPACT HEARING @ 7:30**

Highway Superintendent Gary Jean was present for an advertised public hearing on the impact of this year's scheduled road paving. (Attachment #5) There was one resident

present, Mr. Parker from 50 Shore Road. Mr. Jean explained that Shore Road would only be closed for one day to replace the culvert at Green Road. Mr. Parker said that his property is lower than the road, and he is worried about runoff from the road coming down his driveway. Mr. Jean stated that he would take a look at the situation, and promised that he would do everything he can to help alleviate the problem.

Mr. Jean went on to say that Oakham Road, Rufus Putnam Road will also be paved, in addition to Shore Road. He asked that residents with any questions call the Highway Department.

#### **D. FRED MATTHEI RE: BROOKS POND ROAD**

Fred Matthei of Brooks Pond Watershed Association (BPWA) was present to speak to the Selectmen concerning the September re-opening of the Brooks Pond Road bridge. He is worried about the safety of people crossing the road from the parking area to the beach, and he is also concerned about the weight limit on the newly reconstructed bridge. In the past the weight limit has been 27 Tons, but Highway Superintendent Jean stated that the new limit will be set by the state. He said that the new weight limit could be unlimited, if the new limit on the new Hines Bridge Road is any indication. He also pointed out that the bridge is located in Spencer, not North Brookfield. Mr. Matthei noted that his group plans to speak to the Town of Spencer as well.

The BPWA would like to help pay for and install signs warning of the pedestrians crossing. Mr. Matthei agreed to work with Mr. Jean and Police Chief Thomasian about the signs.

#### **E. JULY POLICE REPORT**

Mr. Chabot reviewed the Police Report for the month of July as submitted by Police Chief Thomasian. (Available in the Selectmen's office) The Chief reported 14 incidents and 10 arrest/summons for the month. Mr. Chabot moved, and Mrs. Walter seconded, a motion to accept the report. So voted.

#### **F. LETTER FROM TOWN OF CHARLTON**

Mr. Petraitis read a letter from Charlton Town Administrator Robin Craver thanking North Brookfield's Fire Department for their assistance at a recent mill fire in Charlton. (Attachment #6) Ms. Craver noted that there were no serious injuries, and that they were grateful for the assistance. The Selectmen all agreed that they are very proud of the North Brookfield Fire Department.

### **IV. ANNOUNCEMENTS**

#### **A. FORMAL AWARD OF EPA GRANT**

Mrs. Walter noted that the formal award of the 4<sup>th</sup> EPA grant for the former Aztec Industries site will take place on Friday, August 24<sup>th</sup> at 11 AM on the site. The public is welcome.

## **B. SCHEDULE OF EVENTS FOR AUGUST 18<sup>TH</sup> OLD HOME DAY**

Mr. Chabot read the schedule of events for Saturday's 200<sup>th</sup> Anniversary festivities. (Attachment #7) The parade will begin at 11 AM, starting from the school and ending at Hannaford Supermarket, followed by many activities in the center of town. Mr. Petraitis read information from the Friends of the Town House regarding their fundraiser to be held that day (Attachment #8), and Mrs. Walter read a list of reminders for Saturday's parade. (Attachment #9)

## **B. RE-DEDICATION CEREMONY FOR WEST BROOKFIELD ROAD CEMETERY**

Mr. Chabot read an announcement regarding the rededication of the West Brookfield Road cemetery. (Attachment #10) Boy Scout Sam Buzzell has worked to restore the cemetery as his Eagle Scout project. The rededication will take place on Sunday, August 19<sup>th</sup>.

## **C. LAST DAY TO REGISTER TO VOTE AT SEPTEMBER 6<sup>TH</sup> STATE PRIMARY IS FRIDAY, AUGUST 17<sup>TH</sup>**

Mr. Petraitis announced that the last day to register to vote at the September 6<sup>th</sup> State Primary will be Friday, August 17<sup>th</sup> in the Town Clerk's office from 9 AM to 8 PM.

## **V. FUTURE AGENDA ITEMS**

- A. Discuss Employee Work Schedules again
- B. Discuss potential CDBG projects

Mr. Chabot noted that there are several houses along Saturday's parade route with overgrown yards, and it would be nice if those could be cleaned up before the parade.

There being no further business, at 8:15 PM Mr. Chabot moved, and Mrs. Walter seconded, a motion to adjourn. So voted.

Respectfully submitted,

Leslie Scott Burton  
Administrative Assistant