

MINUTES OF SELECTMEN'S MEETING DECEMBER 15, 2015

Chairman Hevy called the meeting to order in the Senior Center at 6:05 PM with Mrs. Walter and Mr. Smith also present. He reminded those in attendance that the meeting would be both audio and video taped.

Mr. Hevy asked for a moment of silence in honor of former Highway Superintendent Ray Blake, who passed away over the weekend. Mr. Blake served on the Highway Department for 38 years, 25 of them as superintendent.

I. APPROVAL OF MINUTES

- **September 17, 2015**

Approval of these minutes was deferred until the next meeting.

- **October 26, 2015**

Mrs. Walter moved, and Mr. Hevy seconded, a motion to approve these minutes with the correction that Mr. Smith was not in attendance. So voted, with Mr. Smith abstaining.

- **November 30, 2015**
- **December 1, 2015**
- **December 1, 2015 Executive Session**
- **December 8, 2015**

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

II. APPROVAL OF WARRANTS

- **School Warrant #1026 for \$28,568.00**
- **General Warrant #1027 for \$244,798.00**
- **Payroll Warrant #12 for \$314,754.05**

Mrs. Walter moved, and Mr. Smith 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. Hevy reminded those in attendance that they would have the opportunity to comment on any of this evening's topics.

IV. FINANCIAL REPORTS

A. Community Compact preliminary scope and cost estimate

The Selectmen reviewed a draft proposal from the Collins Center at UMass Boston outlining a scope of services for two of the Town's Community Compact projects. (Attachment #1)

Mr. Smith noted that Lt. Governor Karyn Polito came to North Brookfield in October to kick off the Community Compact projects, which seek to identify “best practices” in three areas: Municipal Collaboration, 5 year Financial Forecasting, and Capital Planning.

Mrs. Walter noted that the Collins Center’s cost estimate for the Capital Planning project is \$30,000.00. North Brookfield has already done almost all of this work. Mr. Smith commented that the Selectmen chose this topic to establish a framework using what we already have and how we can do it better. Mrs. Walter said that the Collins Center could help us establish a Capital Projects Stabilization Account.

Mr. Hevy stated that he would like a representative from the Collins Center to come and explain the project proposal to the Board. He will contact Monica Lamboy about this.

V. OLD BUSINESS

A. NBEMA appointments

Mr. Hevy reviewed an e-mail from Anne Adams, asking that two people be appointed to the North Brookfield Emergency Management Agency. (Attachment #2) David Messier of 36 Bigelow Road was introduced by Sue Lewandowski of NBEMA. Mr. Messier noted that he recently retired from WPI, and hazardous materials are his specialty. He has also worked in safety planning. Mrs. Walter moved, and Mr. Smith seconded, a motion to appoint Mr. Messier. So voted.

VI. NEW BUSINESS

A. Request for appointment as LPAC Videographer

Mr. Hevy reviewed a letter from Jennifer Southard asking to be appointed as an LPAC videographer. (Attachment #3) Ms. Southard introduced herself, and thanked the Board for considering her request. She has extensive experience in this field. Mrs. Walter moved, and Mr. Smith seconded, a motion to appoint Ms. Southard as a videographer. So voted.

B. Rodney Jenkins re: Sewer Department

Sewer Superintendent Rodney Jenkins was present to let the Board know that the Sewer Plant has been issued a Notice of Noncompliance by DEP for ammonia levels. (Attachment #4) According to Mr. Jenkins, when the plant was built in 1990 there were no ammonia limits. The notice requires that the Town submit an evaluation report by December 31st, and a corrective plan with a schedule to address modifications or upgrades to the plant by March 1, 2016. Mr. Jenkins and the Sewer Commissioners feel that this is a very unreasonable timeline.

When the Sewer Plant receives its federal permit from EPA there will be stricter discharge limits and the Sewer Department planned on doing a full study at that time.

Mr. Jenkins noted that the Sewer Plant currently takes in a lot of septage, which takes approximately \$200 from each sewer bill. EPA or DEP may eventually say that the

plant cannot take in any more septage, which would severely alter the department's revenue stream and create a burden to the users.

Mr. Jenkins has obtained a proposal from Kleinfelder, formerly SEA, to perform the evaluation for ammonia only. (Attachment #5) This evaluation will be incorporated into the full study that will be done for the EPA permit. The proposal is for \$38,000.00. The Sewer Department does have this money in its Retained Earnings Account, but the transfer will require a Special Town Meeting. They cannot wait until the May town meeting; it must be done soon.

Mrs. Walter moved, and Mr. Smith seconded, a motion to accept the Kleinfelder proposal. So voted.

Mrs. Walter moved, and Mr. Smith seconded, a motion to approve the Kleinfelder contract with a scope of work of \$36,000.00.

The Selectmen discussed the need for a Special Town Meeting. It can be done as a single article meeting before a regular Selectmen's meeting. It was agreed that January 12th or 26th should be considered. Leslie will speak with Town Clerk Sheila Buzzell about this and see which date works best.

C. Procurement of Financial Audits

The Selectmen discussed procuring a proposal to audit the town's books. The Town has used Scanlon Associates for many years. Mr. Smith stated that he is ok with staying with Scanlon. Leslie will ask Town Accountant Nancy Nykiel to get a quote for another three years.

D. Selectmen's meeting schedule

Mrs. Walter said that it seems as though the Selectmen are having a lot of extra meetings on the "off" weeks. She thinks the Board should reconsider weekly meetings until things taper off.

Mr. Smith said that this was discussed at the last meeting. He agrees that the Selectmen have a lot going on right now. He likes the idea of regular bi-weekly meetings and then meeting earlier on the off weeks to discuss a single topic in greater detail than can be done during a regular meeting. Mr. Hevy agreed that he would like to schedule meetings this way for now.

E. Planning Board @ 7 PM re: Green Communities

Bill King of the Planning Board introduced Kelly Brown from the state Department of Energy Resources, and Dominique DeTremblay from Central Massachusetts Regional Planning Commission, who were present to talk about the Green Communities Designation and Grant Program.

Ms. Brown showed a powerpoint presentation that outlines the five criterion required by the Green Communities Act. She stressed that the DOER is always ready to assist

communities in complying with this program. In addition, there is up to \$2,500.00 in technical assistance grants that are available to assist the town in obtaining its energy goals.

Ms. DeTremblay also noted that the \$2,500.00 grants are funded through CMRPC through the DTLA program. She is available to help review town by-laws and determine what needs to be done. She and her staff can also write an energy reduction for the town.

Mr. Hevy asked how the Green Communities program differs from the energy reduction plans offered through National Grid? Ms. Brown noted that DOER will work together with National Grid to help put everything together for a Green Communities application.

Mr. Smith stated that he would like both women to come back again to talk to the Board about this after he and the other Selectmen have had time to digest all of this information. He said it would be helpful to know what other towns have done, and how they did it. Also, he would like to know what type of projects could North Brookfield undertake, and what kind of savings could we expect. Ms. DeTremblay said that she could provide that information.

The Selectmen thanked Ms. Brown and Ms. DeTremblay for their time.

VII. ANNOUNCEMENTS

A. Christmas on the Common December 19th

Mr. Hevy announced that the Playground Committee and the High School Student Council are sponsoring the annual Christmas on the Common this Saturday at the Elementary School from noon to 2 PM. There will be games and prizes for the children, along with hot dogs and hot chocolate.

B. Announcement from LPAC

The Local Public Access Channel has announced that they will begin playing North Brookfield High School Varsity basketball games over their YouTube and town website links.

C. Dick Fiske fundraiser

Dick Fiske will be holding a fundraiser on Sunday, December 20th at the Senior Center from 1 – 4 PM.

VIII. PENDING/FUTURE AGENDA ITEMS

- See attached list

IX. EXECUTIVE SESSION

- None

There being no further business, at 8:00 PM Mrs. Walter moved, and Mr. Smith seconded, a motion to adjourn. So voted.

Respectfully submitted,

Leslie Scott Burton
Administrative Assistant

PENDING/FUTURE SELECTMEN'S ITEMS

Solterra Agreement
NBDDP/Aztec
Cable license renewal
Purchase Orders
Creation of Financial Advisory Committee
Personnel policies
Cemetery Road
Bids on health insurance
98 Shore Road
DOR IT recommendations
Electric aggregation
Community Compact
Downtown PDA from CMRPC
FY17 Budgets