

MINUTES OF SELECTMEN'S MEETING MAY 31, 2016

Chairman Walter called the meeting to order in the Senior Center at 6:10 PM with Mr. Hevy and Mr. Kiley also present. She announced that the meeting would be both audio and video taped.

I. APPROVAL OF MINUTES

- **April 25, 2016**
- **April 27, 2016 #2**

Approval of these minutes was deferred until the next meeting.

- **May 17, 2016**
- **May 19, 2016**

Mr. Hevy moved, and Mr. Kiley seconded, a motion to approve the aforementioned minutes, with a correction in the second paragraph of the May 19th minutes to change "2010" to "2016." So voted.

- **May 24, 2016**
- **May 25, 2016 #1**
- **May 25, 2016 #2**

Approval of these minutes was deferred until the next meeting.

- **May 26, 2016**

Mr. Hevy moved, and Mr. Kiley seconded, a motion to approve the aforementioned minutes as written. So voted.

II. APPROVAL OF WARRANTS

- **School Warrant #1056 for \$85,761.01**
- **General Warrant #1057 for \$216,020.94**
- **Payroll Warrant #24 for \$310,908.34**

Mr. Hevy moved, and Mr. Kiley 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**

Mrs. Walter noted that anyone in attendance would have the opportunity to comment on any of this evening's agenda items.

IV. FINANCIAL REPORTS

A. FY17 budget update

Mrs. Walter noted that the Selectmen met with the Finance Committee last week. The Town Accountant is doing a report using the FinCom numbers, but the Selectmen still don't know where the FinCom made cuts. Mr. Hevy commented that there are still a

few budget items that need to be ironed out. The Board is going to meet again with the FinCom on Wednesday, June 15th.

B. Requests to transfer funds

The Selectmen reviewed two requests from the Town Clerk to transfer funds. (Attachment #1) The first request was to transfer \$975.00 from the Town Clerk Clerk Salary account to the Town Clerk Elections and Census account, and the second request was to transfer \$710.00 from the Town Clerk Clerk Salary account to the Town Clerk Elections and Registrars Salary account. Mr. Hevy moved, and Mr. Kiley seconded, a motion to approve both requests. So voted.

C. Anticipated Spending Reports

The Selectmen reviewed Anticipated Spending Reports from the Sewer Department, Highway Department, Council on Aging, and the Library. (Attachment #2) It was agreed to send out a reminder to the remaining departments to submit their report by this Thursday.

V. OLD BUSINESS

A. Status of Community Compact Projects

The Board reviewed two e-mails from Monica Lamboy of the Collins Center at UMass Boston indicating the status of the town's two Community Compact projects.

(Attachment #3) It was agreed to ask if Ms. Lamboy or someone from her team would be able to attend a Selectmen's meeting to discuss this.

Ms. Lamboy asked in one of the e-mails for the Board to decide how they would like to have each policy area scored in relation to the projects. The Board decided that Economic Growth would be worth 15 points, Education, Public Health, and Public Safety would be worth 10 points, and Historic Preservation, Cultural Opportunities, and Environmental Sustainability would be worth 5 points. Leslie will get back to Ms. Lamboy with these numbers.

B. Chris Dunphy re: North Common CDBG project

Chris Dunphy of Pioneer Valley Planning Commission was present to ask the Board to sign a notice awarding Stantec Consulting Services a contract to design specifications for the North Common infrastructure improvements. (Attachment #4) Mr. Dunphy and the Sewer, Water, and Highway Superintendents reviewed four engineering proposals and ranked Stantec the most qualified. In addition, Stantec was the low bidder at \$19,921.00. Mr. Hevy moved, and Mr. Kiley seconded, a motion to award the North Common Infrastructure Design contract to Stantec Consulting of Northampton for \$19,921.00. So voted.

Mr. Dunphy reported that as part of this grant there are housing rehab funds available for residents. Interested residents should contact PVPC.

VI. NEW BUSINESS

A. Sign warrant for 06/17 Special Town Meeting

The Selectmen reviewed the warrant for the June 17th Special Town Meeting. (Attachment #5) Mr. Hevy moved, and Mr. Kiley seconded, a motion to approve and post the warrant. So voted.

B. Requests for LPAC appointments

The Selectmen reviewed an e-mail from Jake Anderson asking to appoint three new people to the production staff of LPAC. (Attachment #6) Mr. Hevy moved, and Mr. Kiley seconded, a motion to appoint Erica Tillotson, Justin Larue, and Nathan Gershman to LPAC. So voted.

C. Request for meeting with Albert Rex

Mrs. Walter read an e-mail from Albert Rex of MacRostie Historic Advisors asking if the Selectmen would like to meet with him and Kathleen Polanowicz of Congressman McGovern's office. (Attachment #7) It was agreed to see if the meeting could be scheduled for June 16th at 3:30 PM.

D. Letter from Highway Superintendent

Mr. Hevy read a letter from Highway Superintendent Gary Jean noting that he will be taking his four weeks of vacation beginning on January 4, 2017 and continuing through to his retirement date on February 3, 2017. (Attachment #8)

E. WRTA request to join

Mrs. Walter read a letter from the WRTA asking for North Brookfield to appoint a representative to their Advisory Board. (Attachment #9) It was agreed to advertise this on the town website to see if anyone is interested in volunteering.

F. Establishment of local Commission on Disability

The Selectmen reviewed a letter from the Mass Office on Disability asking the town to establish a local disability commission. (Attachment #10) It was agreed to post this on the town website as well and ask for volunteers.

G. Request to increase Cemetery Revolving Fund

Mrs. Walter reviewed a letter from Town Accountant Nancy Nykiel asking the Selectmen to increase the limit on the Cemetery Revolving Fund from \$10,000.00 to \$15,000.00. (Attachment #11) It was agreed that this needs further discussion, and it was agreed to ask the Cemetery Commission to attend the next meeting.

H. Highway Department capital request

The Selectmen reviewed a letter from Highway Superintendent Gary Jean asking for permission to purchase a new street sweeper at a cost of \$214,790.00. (Attachment #12) It was agreed to ask Mr. Jean to come meet with the Selectmen about this.

I. Establish a Highway Superintendent Search Committee (five members)

- **Open to Community volunteers**

Mrs. Walter announced that the Selectmen are now soliciting volunteers to serve on a committee to search for a new highway superintendent. Interested residents should contact the Selectmen's office.

VII. ANNOUNCEMENTS

A. Reminder, Dog Licenses now due. After June 1st there is a \$5 late fee

Mrs. Walter reminded residents that dog licenses are now due. There will be a \$5 per household late fee after June 1st, and a \$25 late fee after September 1st.

B. Discussion of "Touch a Truck" event

Mr. Kiley noted that last Monday he attended a "Touch a Truck" event at the school that allows children to see various vehicles. The Fire Department was there with the aerial ladder truck, and the Police Department was well represented. Chief Smith was able to arrange for the State Police Air Wing helicopter to land, and Sergeant Daley was there with the CEMLEC SWAT truck. Mr. Kiley said that it was a great event.

VIII. PENDING/FUTURE AGENDA ITEMS

- **See attached list**

IX. EXECUTIVE SESSION

There was no Executive Session.

There being no further business, at 8:05 PM Mr. Hevy moved, and Mr. Kiley seconded, a motion to adjourn. So voted.

Respectfully submitted,

Leslie Scott Burton
Administrative Assistant

PROJECT STATUS AND PENDING/FUTURE SELECTMEN'S AGENDA ITEMS

PROJECT

NBDDP/Aztec

**Solar contracts on Municipal Property -
Purchase Orders**

STATUS

**BOS - Planning Final Remediation
Phase**

BOS - Delayed

Creation of Financial Advisory Committee
Personnel policies
Cemetery Road / Bell Street Paving Project -
Analysis of Bids on health insurance
98 Shore Road
DOR IT recommendations -

Highway

Electric aggregation -
Community Compact projects -
IT Grant
Fire Truck Grant
FY17 Budgets
Meeting with EB re: Town Beach -
Website project -

Awaiting Community Compact
Report
Final Vote Pending
Waiting for final reports
Awaiting Results in June
Awarded
FINCOM/BOS in Process
May 26, 6PM
Website in Production Phase

Town House restoration project -

FOTH Capital Campaign
Launched 050917

Lashaway/ Great Pond documentation -
Requests for AEDs -

Due by June 7th BOS
Pendin