

## **MINUTES OF SELECTMEN'S MEETING JULY 19, 2016**

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

### **I. APPROVAL OF MINUTES**

- **April 27, 2016 #2**

Mr. Hevy moved, and Mrs. Walter seconded, a motion to amend these minutes on page 2 to reflect that Mr. Hevy requested the information. So voted, with Mr. Kiley abstaining because he was not present at that meeting.

- **June 16, 2016**

It was agreed to defer approval of these minutes to the next meeting.

- **July 12, 2016**

Mr. Hevy moved, and Mr. Kiley seconded, a motion to amend these minutes under Section IV, A, to reflect that Mr. Kiley did not second a motion to approve the Board of Health transfer. So voted.

- **July 12, 2016 Exec Session**

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

### **II. APPROVAL OF WARRANTS FY 2016**

- **General and School Warrant #1064 for \$39,308.97**

Mr. Hevy moved, and Mr. Kiley seconded, a motion to approve this warrant. 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 be able to comment on any of this evening's agenda items.

### **III. FINANCIAL REPORTS**

The Selectmen reviewed a Purchase Request form that was submitted by the Cemetery Commission. (Attachment #1) There was an unexpected repair of a broken axle on the department's tractor. Mrs. Walter signed the request.

### **IV. OLD BUSINESS**

#### **A. Status of solar project lease**

Mrs. Walter reported that there was a conference call today between the town's legal counsel and representatives from Melink to review Melink's responses to town counsel's comments. There is another conference call scheduled for August 2<sup>nd</sup> that everyone

would like the Board to sit in on. In addition, Mrs. Walter said that she would like to speak with Water Superintendent Rich Kennan about his conversation with DEP regarding Article 97 of the state constitution. Mr. Kennan was told that this would not apply in North Brookfield's case, and it would be nice to have that in writing.

#### **B. Discuss appointment of Highway Superintendent Search Committee**

Mrs. Walter stated that she is going to file a disclosure with the Town Clerk as a result of her phone call to the Ethics Commission. She wants to disclose that the Town does business with Bond Construction and F. T. Smith, and two of their principals are potential members of the Highway Superintendent Search Committee.

Mr. Kiley stated that he is filing a disclosure of his own because his wife is an employee of Bond Construction. The Ethics Commission also suggested that the screening committee members be appointed as Special Town Employees. If Mrs. Kiley and Mr. Fred Smith are appointed to this committee they will need to file disclosures of their own.

The Selectmen reviewed the list of six people who have expressed an interest in being appointed to the screening committee. (Attachment #2) After some discussion, it was agreed to appoint Karen Hubacz-Kiley, Paul Benoit, Brian Hayes, Fred Smith, and Katie Byszek to the Highway Superintendent Screening Committee, and also as Special Town Employees. So voted.

Leslie will bring the job description, the pay range, and draft instructions to the committee for discussion next time.

#### **C. Appointment of Matthew Niles as part-time police officer**

Police Chief Mark Smith introduced Matthew Niles, and asked that he be appointed as a new part-time police officer. Chief Smith stated that Mr. Niles was a leader in his academy class. Mr. Niles is currently employed as a firefighter/paramedic for the town of Ludlow. Mr. Hevy asked why Mr. Niles wants to work in North Brookfield? Mr. Niles said that as a graduate of the part-time academy, there are not many opportunities to work at the same job as a graduate of the full-time academy. Mr. Hevy moved, and Mr. Kiley seconded, a motion to appoint Matthew Niles as a part-time police officer. So voted.

### **VI. NEW BUSINESS**

#### **A. Appointment of Chris Tillotson to LPAC**

Jake Anderson, Chairman on LPAC, asked that Chris Tillotson be appointed to the LPAC committee. Mr. Tillotson is currently a production member, but now he would be a voting member on the committee. Mr. Tillotson introduced himself, and said that he feels that he has a lot of knowledge and experience to offer. Mr. Hevy moved, and Mr. Kiley seconded, a motion to appoint Chris Tillotson as a full member of the LPAC committee. So voted.

On another subject, Mr. Kiley said that he is concerned that town officials are contacting town counsel without authorization from the Selectmen. Mrs. Walter noted that in the past town officials needed prior approval from the Selectmen, but lately some officials seem to have forgotten this. It was agreed that Leslie should send out an e-mail reminding town officials that they must go through the Selectmen's office before contacting town counsel.

Also, Mr. Kiley said that he recently wanted a bill for fence repairs not to be paid. After some discussion, it was agreed that in the future any bill on the bi-weekly warrants that is being questioned needs to be completely removed from its folder and placed on the top of the basket, along with a sticky note containing the comments and concerns of the particular selectman.

## **VII. ANNOUNCEMENTS**

### **A. Reminder, Dog Licenses now due. After June 1<sup>st</sup> there is a \$5 late fee per household. Late fee will be \$25 after September 1<sup>st</sup>.**

Mr. Hevy read this announcement.

### **B. Planning Board hearing notice**

Mr. Kiley read a hearing notice from the Planning Board that there will be a public hearing on July 20<sup>th</sup> at 7:30 PM on the application of ZPT Energy Solutions to construct a solar array at 13 Birch Hill Road, and another hearing at 7:30 PM to continue discussion of ZPT's plans to construct a solar array at 52 West Brookfield Road.

### **C. Tyler Wolanin office hours**

Mrs. Walter announced that Tyler Wolanin, legislative aide for Anne Gobi, will hold office hours at the North Brookfield Senior Center on Tuesday, July 26<sup>th</sup> from 11 AM to noon.

### **D. NBEMA Cookout**

Mrs. Walter announced that Hannaford Supermarket will hold a cookout to benefit NBEMA on Saturday, July 23<sup>rd</sup> from 11 AM to 2 PM.

### **E. Substance Abuse Task Force**

Mr. Hevy announced that the North Brookfield Substance Abuse Task Force will hold a meeting on Thursday, July 28<sup>th</sup> from 7 PM to 8:30 PM in the Police Department Training Room.

## **VIII. PENDING/FUTURE AGENDA ITEMS**

- See attached list

## **IX. EXECUTIVE SESSION**

- None

There being no further business, at 7:15 PM Mr. Hevy moved, and Mr. Kiley seconded, a motion to adjourn. So voted.

Respectfully submitted,

Leslie Scott Burton  
Administrative Assitant

#### **PROJECT STATUS AND PENDING/FUTURE SELECTMEN'S AGENDA ITEMS**

##### **PROJECT**

NBDDP/Aztec  
Solar contracts on Municipal Property  
Purchase Orders  
Creation of Financial Advisory Committee  
Personnel policies  
Cemetery Road / Bell Street Paving Project  
Analysis of Bids on health insurance  
98 Shore Road  
Electric aggregation  
Community Compact projects  
IT Grant  
Fire Truck Grant  
Website project  
Town House restoration project  
launched 050916  
Lashaway/ Great Pond designation  
Requests for AEDs

##### **STATUS**

BOS - Planning final remediation  
BOS – with legal counsel  
IT/Accounting Software/Access  
Awaiting Comm Compact Recs  
Discuss HR Committee  
Highway  
Finance Committee  
No action taken for sale or lease  
Final vote pending  
Waiting for final reports  
Awarded  
Bids due August 1<sup>st</sup>  
Website in production phase  
FOTH Capital Campaign  
  
Awaiting DEP response