

MINUTES OF SELECTMEN'S MEETING NOVEMBER 15, 2016

Chairman Walter called the meeting to order in the Senior Center at 6 PM with Mr. Hevy and Mr. Kiley also present.

I. APPROVAL OF MINUTES

- **October 27, 2016**

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

- **November 1, 2016**

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

- **November 1, 2016 Executive Session**

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

- **November 13, 2016**

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

II. APPROVAL OF WARRANTS

- **School Warrant #1022 for \$85,964.64**
- **General Warrant #1023 for \$66,960.34**
- **Payroll Warrant #10 for \$304,038.38**

Mr. Hevy moved, and Mr. Kiley seconded, a motion to approve these warrants. So voted.

III. PUBLIC PARTICIPATION

- **The public has the opportunity to briefly comment on agenda items through the Chairman**

Mrs. Walter announced that anyone in attendance could briefly comment on any of this evening's agenda items.

Mr. Kiley said that it doesn't make sense to him to have this public participation statement early in the meeting before discussing any agenda items. He suggested that the public participation period be put at the end of the agenda, and perhaps limit the time to two minutes per person. The Selectmen don't need to respond to any comments, but this would allow for public input.

Mrs. Walter cautioned that town counsel has previously advised that open forums may lead to someone being slandered, but Mr. Kiley said that the Chairman of the Selectmen needs to control that. He said that he would like to try moving this after announcements but before any executive sessions. Mr. Hevy and Mrs. Walter agreed.

IV. FINANCIAL REPORTS

A. Budget Guidelines

The Selectmen reviewed the most recent draft of the FY18 Budget Guidelines. (Attachment #1) The Selectmen will review the guidelines one more time and try to incorporate any recommendations from the UMass study. This will be on next week's agenda.

B. Purchase request

Mrs. Walter reviewed a purchase request from the Cemetery Department for \$4,300.00 to remove trees at the Maple Street cemetery. (Attachment #2) Mr. Hevy moved, and Mr. Kiley seconded, a motion to approve the request. So voted.

C. Town Meeting results

Mr. Kiley stated that the draft warrant that was presented at the October 11th Selectmen's meeting had no article for raises on it, but the October 13th revised warrant had the raises. Mr. Hevy told the Finance Committee that he did not know about the raises. Mr. Kiley said that he was under the impression that town employees had not had a raise in 5 years which is not the case. He feels misled on the issue.

Mrs. Walter said that raises were on the table during budget discussions this spring before Mr. Kiley joined the board. She will do some research into this.

V. OLD BUSINESS

A. Recommendations of Highway Supt Search Committee

Brian Hayes, Fred Smith, Kate Byszek, and Paul Benoit of the Highway Superintendent Search Committee were present to give the Selectmen their final report and recommendations. (Attachment #3) The committee recommended Edward Williams and Jason Benoit as finalists. Mr. Smith noted that they are both well qualified. The Selectmen thanked the committee for their work. The Selectmen will develop questions to be asked when the finalists are interviewed.

B. 98 Shore Road

The Selectmen reviewed an option to purchase for 98 Shore Road from Jenner Renewable Energy, and Town Counsel's opinion on the offer. (Attachment #4) Mrs. Walter noted that both David Bercume and John Thomasian agree with the opinion that there is no gravel on the property. Town Counsel feels that the option price of \$2,000.00 is too low. Jenner noted that there may be a use restriction on the property. Leslie will ask the Assessors for some information on this.

C. Sick leave buyback policy

The Selectmen discussed an e-mail from Mary Alicardi of the Collins Center on wording to clarify the Town's policy on sick leave buyback. (Attachment #5) Ms. Alicardi suggested that all policies that refer to time accrued and time take be prorated based on a 40 hour work week. Leslie will bring the employee handbook next time to determine which sections need to be revised in order to comply with the new policy.

VI. NEW BUSINESS

A. Tax Classification hearing @ 6:15 PM

At 6:15 PM Assessors Sheila Buzzell and Lisa Kularski were present to hold the annual Tax Classification Hearing. Mrs. Buzzell presented the Selectmen with a printout from the Department of Revenue showing the tax allocation according to class. (Attachment #6) Mr. Hevy moved, and Mr. Kiley seconded, a motion to have only one tax rate for FY17. So voted. Mrs. Buzzell noted that this information will be sent to the Department of Revenue tomorrow, and the tax rate should be set by early next week.

B. Highway Superintendent with new hire

Highway Superintendent Gary Jean was present to ask the Selectmen to appoint Steven Roberts of North Brookfield for the vacant Grade 3 Driver/Laborer position. Mr. Roberts introduced himself and noted that he is also in the Army reserves and won't be able to start until the end of the month. Mr. Hevy moved, and Mr. Kiley seconded, a motion to hire Mr. Roberts. So voted.

C. Letter of intent to retire

Mr. Kiley read a letter from Sewer Superintendent Rodney Jenkins regarding his intent to retire on December 1, 2017. (Attachment #7) Mr. Hevy moved, and Mr. Kiley seconded, a motion to accept the resignation with "deep regret" and to send a letter of thanks. So voted.

D. Letter of resignation from Outreach Coordinator

Mr. Hevy read a letter of resignation from Outreach Coordinator Bill Salsman. (Attachment #8) Mr. Hevy moved, and Mr. Kiley seconded, a motion to accept the resignation with deep regret and to send a letter of thanks. So voted.

Resident Claudette Marshall told the Selectmen that she has been accused of stealing town property. Because she is blind she would sometimes bring personal correspondence to Mr. Salsman to read for her. When she heard that he would be leaving she asked for her personal mail back and then shredded it. Mrs. Walter asked if she would leave copies for the town's files, but Mrs. Marshall said that she destroyed the originals. Mr. Kiley asked if there were forms that were any forms that were prepared by a town employee, and Mrs. Marshall said that all she had was her originals. Mr. Salsman made a note in his file of each time he did something for her. Mr. Hevy said that this is not what the Board heard. He will speak with the COA Director to settle the matter.

E. Letter of resignation from FinCom member

Mr. Hevy reviewed an e-mail from Debby Maggio resigning from the Finance Committee effective November 14th. (Attachment #9) Mr. Hevy moved, and Mr. Kiley seconded, a motion to accept the resignation with regret and to send a letter of thanks. So voted.

F. North Street lighting complaint

Mrs. Walter noted that on Halloween a North Street resident told her that North Street was very dark and had no sidewalks, and he was concerned for the safety of children trick or treating. She would like the Safety Committee to look at the area and made a recommendation. Mr. Hevy so moved, and Mr. Kiley seconded. So voted.

Mrs. Walter asked that the Safety Committee also look at the intersection of Maple Street and North Main Street where there is not a stop sign coming from Maple Street. Mr. Kiley noted that any signs need to comply with Mass DOT guidelines, but the Selectmen make the decision. Mr. Hevy moved, and Mr. Kiley seconded, a motion to refer this to the Safety Committee as well.

G. CMRPC traffic counts

The Selectmen reviewed a memo from CMRPC with this year's traffic counts. (Available in the Selectmen's office) It was agreed to post the information on the town's website.

H. MIIA 2 year price guarantee proposal

The Selectmen reviewed a letter from the Town's insurer MIIA offering a two year price guarantee proposal. (Attachment #10) The offer promises no increase in rates for Fiscal 2018, and only a 2.5% increase for FY2019. Mr. Hevy moved, and Mr. Kiley seconded, a motion to accept the offer. So voted.

VII. ANNOUNCEMENTS

A. Planning Board notices

Mr. Hevy read a Planning Board hearing notice for a special permit request at 62 West Brookfield Road to install solar panels. (Attachment #11) The hearing will be held on Wednesday, November 16th at 7:15 PM.

Mr. Kiley read another Planning Board hearing notice for a special permit and a waiver of the 20% restriction of a parcel's total square footage that may be used from Melink Solar, LLA for 48 Brickyard Road, 14 Bell Road, 10 New School Drive, and 74 Oakham Road. (Attachment #12) The hearing will be held on November 16th at 8:00 PM.

B. Tyler Wolanin office hours

Mrs. Walter announced that Tyler Wolanin, District Aide to Senator Gobi, will be in North Brookfield on Tuesday, December 6th from 11 AM to noon in the Senior Center.

C. PTO Holiday Fair

Mr. Hevy announced that the PTO will be sponsoring a Holiday Fair on Friday, December 2nd from 6 PM to 9 PM at the Elementary School.

Resident Jason Petraitis asked in a follow up to Mr. Kiley's concerns regarding employee raises on the Special Town Meeting warrant, who added the raises? Mrs. Walter said that she will go back and look.

VIII. PENDING/FUTURE AGENDA ITEMS

- See attached list

IX. EXECUTIVE SESSION

At 7:40 PM Mr. Hevy moved, and Mr. Kiley seconded, a motion to enter Executive Session to negotiate with non-union personnel, and also to discuss the purchase, exchange, lease or value of real estate. Roll call: Walter, yes; Hevy, yes; Kiley, yes. So voted. Mrs. Walter announced that the Board would exit Executive Session only to adjourn.

At 8:50 PM the Board came out of Executive Session. 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
Creation of Financial Advisory Committee
Personnel policies
98 Shore Road
Electric aggregation
Community Compact projects
IT Grant
Town House restoration project
Efficiency and Regionalization project

STATUS

Planning Final Remediation
Awaiting Planning B hearing
pending
pending
pending
pending
Waiting for final reports
in progress
FOTH Capital Campaign
launched 050917
due Feb 1st