

## **MINUTES OF SELECTMEN'S MEETING NOVEMBER 22, 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**

- **November 15, 2016**
- **November 15, 2016 Executive Session**

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

### **II. APPROVAL OF WARRANTS**

There were no warrants.

### **III. FINANCIAL ITEMS**

#### **A. FY18 Budget Guidelines**

The Selectmen reviewed the Collins Center final report for anything that could be used in the Budget Guidelines. Mr. Kiley noted that one of the charts from the Collins Center report is showing 0% for economic growth. The chart shows commercial and industrial revenue. Mrs. Walter said that the chart should be compared to what was presented during their final presentation at the school.

Mr. Hevy said that he can't see anything that would be relevant to the budget guidelines.

The Selectmen had already made some changes to the guidelines document for this year. Town Accountant Nancy Nykiel will attach these guidelines to the FY18 departmental budget and revenue forms for each department. (Attachment #1)

Mr. Hevy moved, and Mr. Kiley seconded, a motion to approve the FY18 Budget Guidelines and forward them to Mrs. Nykiel. So voted.

#### **B. FY17 Tax Rate has been approved**

The Selectmen reviewed information from the Department of Revenue approving the Town's FY17 tax rate at \$16.53 per thousand. (Attachment #2)

### **IV. OLD BUSINESS**

#### **A. Highway Supt interview questions**

The Selectmen reviewed interview questions that were asked by the Highway Superintendent Screening Committee of the candidates. (Attachment #3) Mr. Kiley noted that this is a very comprehensive list of questions, and he doesn't think the Selectmen could do much better than these. Mr. Kiley said that he would like to ask questions #5, 8, and 16. Mrs. Walter and Mr. Hevy will review the list and choose which questions they would like to ask during the final interviews on December 13<sup>th</sup>.

## **B. 98 Shore Road**

The Selectmen reviewed information on Town Forests in order to determine if and when the parcel of land at 98 Shore Road was declared Town Forest. (Attachment #4) It was agreed to ask the Assessors for an abutters list to see if any of them are interested in purchasing the land.

## **C. Employee leave time**

Mrs. Walter noted that she has received some feedback from Bob Locatelli regarding the Town's sick leave buyback policy. She has asked Mary Alicardi for her feedback as well. This will be under Old Business on the next meeting.

## **D. Public Safety recommendations**

- **North Street lighting issue**
- **Maple Street stop sign**

There has been no recommendation from the Safety Committee yet. Mr. Kiley noted that they have not been able to schedule a meeting. This will be on next week's agenda.

## **E. Sign Sewer Superintendent contract**

The Selectmen reviewed an amended contract for Sewer Superintendent Rodney Jenkins that will run from December of 2017 to December of 2018 when he will retire. Mr. Hevy moved, and Mr. Kiley seconded, a motion to approve and sign the contract. So voted. (Available in the Selectmen's office)

# **V. NEW BUSINESS**

## **A. Sign Fire Truck amendment**

The Selectmen noted that this contract amendment is written "Town of Brookfield." It will be sent back to Ferrara for corrections.

## **B. Selectmen's policies**

Mr. Kiley reviewed two policies that have been adopted by the Board of Selectmen. One is regarding people wishing to be appointed by the Selectmen, and the other is on the handling of citizen complaints. (Attachment #5)

## **C. Letter from Water Department re: Bates Observatory**

Mr. Hevy reviewed a letter from the Board of Water Commissioners regarding Bates Observatory. (Attachment #6) Mrs. Walter noted that town counsel has previously advised that there is a process to change the terms of the will, but the town never went forward with that process.

Mr. Kiley said that the Selectmen need to be sure that the tower is not on a list to be preserved, such as the National Register. Resident Claudette Marshall stated that the tower was not accepted onto the National Register because of the Town's lack of housing inventory. She feels that this is an important structure.

Mr. Kiley said that he would like to take the lead on this project, and will contact the proper historic preservation people at the state level to make sure that the tower can be torn down.

#### **D. Appointment to SCM Elderbus Board**

Mr. Hevy read an e-mail from Senior Center Director Diane Nichols requesting appointment to the SCM Elderbus Board of Directors. (Attachment #7) Mr. Hevy moved, and Mr. Kiley seconded, a motion to approve the appointment. So voted.

#### **E. Sign letter of authorization for Power Management**

The Selectmen reviewed a Letter of Authorization for Power Management allowing them to seek lower electric rates for all of the town's accounts. (Attachment #8) Mr. Hevy moved, and Mr. Kiley seconded, a motion to sign the letter. So voted.

#### **F. Collins Center Financial Forecasting project**

The Selectmen already talked about this item previously.

#### **G. Meeting with FinCom**

The Board reviewed an e-mail from Mr. Hevy noting that the Finance Committee would like to meet with the Selectmen on November 30<sup>th</sup>. Mrs. Walter cannot attend on a Wednesday, and suggested that the Finance Committee attend the Selectmen's meeting on the 29<sup>th</sup> instead. Mr. Kiley said that he also is not available on the 30<sup>th</sup>. Leslie will ask the FinCom to attend that November 29<sup>th</sup> BOS meeting.

### **VI. ANNOUNCEMENTS**

#### **A. Tyler Wolanin office hours**

Mrs. Walter announced that Tyler Wolanin, District Aide to Senator Gobi, will hold office hours in North Brookfield on Tuesday, December 6<sup>th</sup> from 11 AM to noon at the Senior Center.

#### **B. PTO Holiday Fair**

Mr. Hevy announced that the North Brookfield PTO will be sponsoring a holiday fair on Friday, December 2<sup>nd</sup> from 6 PM to 9 PM.

#### **C. Queens Knitting Club**

Mrs. Walter announced that the Queens Knitting Club will sponsor a vendor and craft show at the Senior Center on Monday, November 28<sup>th</sup> from 8 AM to 2 PM.

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

- See attached list

### **VIII. PUBLIC PARTICIPATION**

Mrs. Walter announced that the public has the opportunity to briefly comment through the Chairman, with a two minute limit.

## **IX. EXECUTIVE SESSION**

There was no Executive Session scheduled.

There being no further business, at 7:20 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  
decision

Purchase Orders

Creation of Financial Advisory Committee

Personnel policies

98 Shore Road

Electric aggregation

Community Compact projects

IT Grant

Town House restoration project

CC Efficiency and Regionalization project

### **STATUS**

Planning Final Remediation

Awaiting Planning B

pending

pending

pending

pending

pending

Waiting for final reports

in progress

FOTH Capital Campaign

launched 050917

due Feb 1<sup>st</sup>