

## **MINUTES OF SELECTMEN'S MEETING APRIL 4, 2017**

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**

- **March 21, 2017**
- **March 21, 2017 Executive Session**
- **March 22, 2017**
- **March 28, 2017**

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

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

- **Interest Warrant #1046 for \$44,612.50**
- **School Warrant #1047 for \$59,934.61**
- **General Warrant #1048 for \$209,919.53**
- **Payroll Warrant #21 for \$315,667.50**

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

### **III. FINANCIAL ITEMS**

#### **A. Review of FY18 Budgets/Balance sheet**

The Selectmen reviewed the income and expense balance sheet for the FY18 budget. (Attachment #1) There is currently a \$493,183.00 deficit. Mrs. Walter noted that the Selectmen are almost done reviewing the departmental budget requests.

### **IV. OLD BUSINESS**

#### **A. CMRPC Regionalization Survey**

The Selectmen reviewed a survey sent by CMRPC asking questions about what areas the town would like to regionalize. (Attachment #2) The Board agreed that this is the same survey that the Selectmen already did a few months ago, and decided that they would not do it again.

The Selectmen also reviewed the final report from CMRPC on potential areas for regionalization. (Available in the Selectmen's office) It was agreed to send the report to the four departments that were highlighted; the Treasurer, COA, Planning Board and Animal Control.

#### **B. Records Access Officer**

The Selectmen reviewed a list of Records Access Officers to be appointed in compliance with the new state Public Records law. (Attachment #3) Mr. Hevy moved, and Mr. Kiley seconded, a motion to approve the list of appointments. So voted.

### **C. Employee Evaluation policy**

The Selectmen reviewed a draft Employee Evaluation policy and new Observation Report form. (Attachments #4) It was agreed to place both the policy and Observation Report on the next agenda.

### **D. Personnel policy change for personal days**

The Board reviewed a proposed change in the number of personal days for employees from one per year to two per year. (Attachment #5) Mr. Hevy moved, and Mr. Kiley seconded, a motion to approve the change. So voted.

### **E. Personnel policy revision to Inclement Weather Policy**

The Board reviewed a change to the Inclement Weather Policy that adds a paragraph stating that if non-essential personnel are asked not to report to work in the event of an emergency, then the employee will not be required to use vacation or personal time. It was agreed to amend the paragraph so that it now says: "In the event that the Chairman of the Board of Selectmen, or his designee, declare a State of Emergency or other situation where non-essential personnel are asked not to report to work, the time off will be paid at the employee's regular daily rate, and the employee will not be required to use a personal day or vacation time." Mr. Hevy moved, and Mr. Kiley seconded, a motion to approve the addition to the policy. So voted.

## **V. NEW BUSINESS**

### **A. Request for appointment to School Committee**

School Committee Chairman Mike Kiszka was present to ask the Selectmen to appoint Ruth Honthumb to the School Committee to fill a vacancy until the May 2018 election. (Attachment #7) Ms. Honthumb introduced herself and said that she has lived in North Brookfield for 9 years and has been active with the PTO. Mr. Hevy moved, and Mr. Kiley seconded, a motion to appoint Ms. Honthumb. So voted.

### **B. Request for appointment to IAC**

Mrs. Walter read an e-mail from Priscilla Johnson asking to be appointed to the Insurance Advisory Committee. (Attachment #8) Mr. Hevy moved, and Mr. Kiley seconded, a motion to appoint Ms. Johnson. So voted.

### **C. Request for appointment to Board of Registrars**

Mr. Kiley reviewed a letter from Sharon Donovan asking to be appointed to the Board of Registrars. (Attachment #9) Ms. Donovan stated that she has been active with the Democratic Town Committee in North Brookfield. Mr. Hevy moved, and Mr. Kiley seconded, a motion to appoint Ms. Donovan. So voted.

### **D. Creation of new Fire Department Building Committee**

Fire Chief Brad Gannon was present to ask the Selectmen to create a new Fire Department Building Committee to oversee the process of building a new fire station on the former Aztec property. He recommended that Police Chief Mark Smith be appointed to the committee since Chief Smith worked on the Granby building that is very similar to what North Brookfield would like to build. He also suggested that himself,

Selectman Hevy, Assistant Chief Joe Holway, Finance Committee member Chet Lubelczyk and former selectman Bob Smith be on the committee. Mr. Kiley said that he would like to see a resident appointed to the seventh slot on the committee. Mrs. Walter asked that people send a letter of interest to the Selectmen. Mr. Hevy moved, and Mr. Kiley seconded, a motion to create a seven-member committee. So voted. The appointments will be done at the April 18<sup>th</sup> meeting.

#### **E. Request to sell tickets at ATM**

Jody Kablack was present to ask for permission to sell raffle tickets at the May 5<sup>th</sup> Annual Town Meeting. (Attachment #10) The tickets are to benefit the East Quabbin Land Trust. The Selectmen said that they are ok with it, but she should check with the school about any policy that they may have.

#### **F. Review ATM articles**

The Selectmen reviewed articles for the May 5<sup>th</sup> Annual Town Meeting. (Attachment #11) it was agreed to add two articles for the Highway Department, one for a new truck and one for a street sweeper. A third request from the Highway Department for a new plow can wait until the fall.

### **VI. ANNOUNCEMENTS**

#### **A. Election update**

Mr. Hevy reviewed the final ballot for the May 1<sup>st</sup> Annual Town Election. In addition to the offices up for re-election, there is a ballot question asking for a debt exclusion for the school roof project.

#### **B. Dog licenses are now due**

Mr. Kiley reminded residents that dog licenses are now available from the Town Clerk.

#### **C. Haston Library May Festival**

Mrs. Walter reviewed information regarding the May 6<sup>th</sup> May Festival to be held at the Haston Library on May 6<sup>th</sup>.

#### **D. EQLT Raffle tickets for sale**

Mrs. Walter reviewed information regarding the raffle to benefit the East Quabbin Land Trust. The funds will be used to construct a garage.

#### **E. Easter egg hunt**

Mr. Kiley noted that there will be an Easter egg hunt on Saturday, April 8<sup>th</sup> from 9 AM to 11 AM behind the high school.

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

- See attached list

### **VIII. PUBLIC PARTICIPATION**

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

## **IX. EXECUTIVE SESSION**

At 8:00 PM Mr. Hevy moved, and Mr. Kiley seconded, a motion to enter Executive Session to discuss the purchase, exchange, lease or value of real estate, because an open session may have a detrimental effect on the Town's negotiating position. 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**

**Ask about COG (Insurance etc.)**

**surrounding Towns**

**Financial Forecasting**

**Capital Planning**

**CMRPC/Regional Shared Services**

**IT Grant**

**Town House restoration project**

**(June)**

**Bates Observatory**

### **STATUS**

**Planning Final Remediation**

**Quaboag Compiling info on**

**Property Use**

**Negotiating leases**

**pending**

**pending**

**in progress**

**pending**

**pending**

**How to approach**

**Final report delivered**

**Final report due April 15**

**in progress**

**in progress**

**FOTH Capital Campaign**

**Awaiting Grant Results**

**BAY PATH Logo Contest**

**Use Renderings Complete**

**pending**