

## **MINUTES OF SELECTMEN'S MEETING AUGUST 8, 2017**

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

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

- **July 25, 2017**

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

- **August 1, 2017**

Approval of these minutes will be deferred until the next meeting.

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

- **School Warrant #1004 for \$82,302.86**
- **General Warrant #1005 for \$244,526.29**
- **Payroll Warrant #3 for \$238,907.06**

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

### **III. FINANCIAL ITEMS**

#### **A. Reserve Fund request form**

The Board reviewed a new Reserve Fund Request form that now has spaces for Selectmen and Accountant signatures. (Attachment #1) It was suggested that the title of the form be listed at the top of the page instead of the address of the Finance Committee. Mr. Kiley moved, and Mr. Petraitis seconded, a motion to approve the form with the changes. So voted.

#### **B. Transfer request form**

The Selectmen reviewed a revised Transfer Request Form that adds a signature from the Town Accountant to verify the amounts in the accounts. (Attachment #2) Mr. Kiley moved, and Mr. Petraitis seconded, a motion to approve the form. So voted.

### **IV. OLD BUSINESS**

#### **A. Street Lighting/Kevin Shaughnessy**

Kevin Shaughnessy, Community and Customer Relations Manager from National Grid, was present to discuss the Town's streetlights and the need to reduce the expense associated with them.

Mr. Kiley explained that because of budget constraints the budget for streetlights was reduced to \$10,000.00 at the June Town Meeting. He has done a survey of the municipal lights, and found that most of the Town's lights are located on the outskirts of town, and they seem to be placed indiscriminately. He has recommended turning off most of the lights, leaving only those lights over crosswalks, at the playground, and those needed for security at town buildings.

Mr. Shaughnessy explained that there is a tariff in place that allows municipalities to turn off lights for 1 – 3 years. National Grid also allows private residents to pay for street lights. If a light is turned back on before one year has elapsed there is a \$25 charge. The Town would also have to pay for any necessary police details while National Grid crews work to remove the lights.

Mr. Shaughnessy pointed out that there will still be a charge for the actual fixtures, and even if all of the lights were turned off it would still cost the Town approximately \$11,000.00 per year.

Mr. Kiley asked what if the Town were to completely remove all of the lights, and Mr. Shaughnessy stated that the law only allows a 1% reduction of lighting each year.

Mr. Shaughnessy also noted that the Town could save some money by switching the fixtures to LED lights. Mr. Kiley said that we should convert the approximately 23 lights that are to remain on to LEDs.

Mr. Shaughnessy stated that he will do whatever he can to assist the Town. The Selectmen thanked him for his time.

## **V. NEW BUSINESS**

### **A. Brookfield Orchard request for one-day license**

Mr. Hevy reviewed an application from Brookfield Orchards for a one-day beer and wine license for their Harvest Craft Fair. (Attachment #3) Martha Nydam reported that the orchard has done this for the past two years and it has worked very well. Rapsallion Brewery of Sturbridge will be back again serving their craft beer on September 9, 10, 16, 23, and 30. Ms. Nydam also presented the liquor liability binders for these dates. Mr. Kiley moved, and Mr. Petraitis seconded, a motion to approve the special license. So voted.

### **B. Notice of intent to retire**

Mr. Kiley read a letter from Library Director Ann Kidd announcing her intent to retire on August 1, 2018. (Attachment #4) Mr. Kiley moved, and Mr. Petraitis seconded, a motion to accept the notice. So voted.

### **C. Planning Board appointment**

Mr. Hevy reviewed a letter from Planning Board Chairman Bill King asking that Michelle Petraitis be appointed to the Board until the May 2018 election. (Attachment #5) Mrs. Petraitis noted that she has lived in North Brookfield since the age of 5, and is looking forward to serving the Town. Mr. Kiley moved, and Mr. Hevy seconded, a motion to appoint Mrs. Petraitis to the Planning Board until the May election. So voted, with Mr. Petraitis abstaining.

#### **D. Highway Department appointment**

Highway Superintendent Jason Benoit read a letter introducing Eric Josephson, candidate for the mechanic position. (Attachment #6) Mr. Josephson will be paid \$24 per hour during the probationary period, and then \$25 per hour after. Mr. Josephson noted that he has lived in Town all of his life, and has already worked for the Highway Department on a part-time basis. Mr. Kiley moved, and Mr. Petraitis seconded, a motion to appoint Mr. Josephson. So voted. Mr. Benoit thanked the Selectmen and the town's residents for their financial support of this new position.

#### **E. Sewer Department appointment**

Sewer Superintendent Rodney Jenkins reviewed a letter from the Sewer Commissioners recommending that Assistant Superintendent Adam Korabowski be promoted to Superintendent effective October 30, 2017 when Mr. Jenkins retires. (Attachment #7) Mr. Korabowski has served as Mr. Jenkins' assistant for 17 years and holds a Grade 7 Wastewater license. Mr. Jenkins noted that the Sewer Department will now advertise for an assistant to replace Mr. Korabowski. Mr. Kiley stated that it is his understanding that Mr. Jenkins has saved the Town millions of dollars over the years, and if Mr. Korabowski was trained by Mr. Jenkins then that is a good thing. Mr. Kiley moved, and Mr. Petraitis seconded, a motion to appoint Mr. Korabowski as superintendent effective October 30, 2017. So voted.

#### **F. Fire Chief appointment**

Mr. Hevy noted that Fire Chief Brad Gannon has resigned effective September 1<sup>st</sup>. Deputy Chief Joe Holway is the most logical choice to succeed him. The Selectmen reviewed the resume and credentials for Mr. Holway. (Attachment #8) Mr. Holway explained that he has lived in North Brookfield all of his life, and joined the Jr. Fire Department in 1982 and has moved up through the ranks since. Mr. Kiley noted that Mr. Holway's qualifications are very impressive. Mr. Kiley moved, and Mr. Petraitis seconded, a motion to appoint Mr. Holway as the new Fire Chief effective September 1, 2017. So voted.

### **VI. ANNOUNCEMENTS**

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

Mr. Petraitis announced that Tyler Wolanin, District Aide to Senator Anne Gobi, will hold abbreviated summer hours in August. He will be in Oakham on Monday, August 14<sup>th</sup> to meet with both Oakham and North Brookfield residents.

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

There were no additions made to the list of pending items.

### **VIII. PUBLIC PARTICIPATION**

Mr. Hevy announced that the public has the opportunity to briefly comment through the Chairman, with a two-minute limit.

Resident Claudette Marshall asked if the Town's charter doesn't give sole authority over the Reserve Fund to the Finance Committee? The Selectmen informed her that the

Town Meeting gives the Finance Committee that authority. Mr. Hevy noted that the Selectmen are not taking away that authority, they are only making a change so that they are aware of any Reserve Fund request before it goes to the Finance Committee. As the process currently is, the Selectmen can be completely unaware of a department head asking for money. The Finance Committee is still the body that will make the decision.

Jim Mendala and Carole Cutrumbes of the Agricultural Commission asked why they were not consulted about potential changes to the Right to Farm Bylaw? Mr. Kiley explained that the complaints came to the Selectmen, and the Selectmen have forwarded the information on to the Planning Board. The Selectmen have no authority to make changes to zoning bylaws, only the Planning Board does. The Planning Board will be holding a public hearing on the changes, and that is when the Agricultural Commission will have their input.

#### **IX. EXECUTIVE SESSION**

There was no Executive Session scheduled.

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

Respectfully submitted,

Leslie Scott Burton  
Administrative Assistant

#### **PROJECT STATUS AND PENDING/FUTURE SELECTMEN'S AGENDA ITEMS Updated 07/25/17**

##### **PROJECT**

**NBDDP/Aztec**

**Solar contracts on Municipal Property**

**Purchase Orders**

**Personnel policies**

**Electric aggregation**

**Community Compact projects**

**Financial Forecasting**

**Capital Planning**

**CMRPC/Regional Shared Services**

**IT Grant**

**Town House restoration project**

**Bates Observatory**

##### **STATUS**

**In progress**

**Pending**

**Pending**

**In progress**

**Pending**

**Final report delivered**

**Final report due Aug 30**

**Final report delivered**

**IT work in progress**

**FOTH Capital Campaign**

**Use Renderings Complete**

**Pending**