

## **MINUTES OF SELECTMEN'S MEETING JANUARY 23, 2018**

Chairman Hevy called the meeting to order in the Senior Center at 6 PM with Mr. Kiley and Mr. Petraitis also present. The Board observed a moment of silence in memory of former Selectman and long-time North Brookfield High School teacher Joe McEvoy.

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

- **December 26, 2017**
- **January 2, 2018 Executive Session**
- **January 9, 2018**

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

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

- **Sewer Warrant #1033 for \$25,631.25**
- **School Warrant #1034 for \$42,367.71**
- **General Warrant #1035 for \$96,895.53**
- **Payroll Warrant #15 for \$320,617.89**

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

### **III. FINANCIAL ITEMS**

#### **A. Reserve Fund Transfer request**

Mr. Hevy reviewed a request for a Reserve Fund transfer from Veterans' Agent Holly Kularski. (Attachment #1) Ms. Kularski is requesting \$3,000.00 to pay benefits through June 30<sup>th</sup>. Mr. Kiley moved, and Mr. Petraitis seconded, a motion to approve the request and send it along to the Finance Committee for final approval. So voted.

#### **B. High priority capital needs**

Mr. Kiley reviewed an e-mail from Fire Chief Joe Holway noting that the department's breathing apparatus are dangerously out of date. (Attachment #2) The Chief has applied for a grant to replace the apparatus, and if the grant is received, there could be a \$13,000 match from the Town.

In addition, the Police Chief submitted a quote to replace his department's computers at a cost of approximately \$13,000. (Attachment #3) Mr. Kiley moved, and Mr. Petraitis seconded, a motion to earmark \$13,000 from the Capital Stabilization Account for the Fire Department and \$13,000 from the Capital Stabilization Account for the Police Department. So voted.

### **IV. OLD BUSINESS**

#### **A. Water Department credit card**

The Board reviewed a letter from the Water Department requesting approval to obtain a credit card. (Attachment #4) Mr. Hevy noted that the Selectmen need to adopt a credit card policy first. It was agreed to discuss this again at the next meeting.

### **B. Request for bass tournament**

The Board reviewed an e-mail from the East Brookfield Board of Selectmen noting their approval of a fishing tournament on Lake Lashaway on July 20<sup>th</sup>. (Attachment #5) The North Brookfield Selectmen had previously approved the tournament pending East Brookfield's approval. Mr. Hevy said that he will contact the gentleman from Oxford who is sponsoring the tournament.

### **C. Melink Letter of Intent**

Mr. Hevy reviewed the Letter of Intent from Melink that was discussed at a previous meeting. (Attachment #6) The letter notes that Melink plans to purchase and donate to the Town two wooded parcels of land on North Street totaling approximately 20 acres. Mr. Kiley moved, and Mr. Petraitis seconded, a motion to approve and sign the Letter of Intent. So voted.

## **V. NEW BUSINESS**

### **A. Request for appointment to COA**

Senior Center Director Diane Nichols was present to ask the Selectmen to appoint Lisa Testa to the Council on Aging. There are 7 regular members on the COA, and Mrs. Testa will be an alternate. Mr. Kiley moved, and Mr. Petraitis seconded, a motion to appoint Mrs. Testa. So voted.

### **B. Sr. Center Director re: SNAP program**

Diane Nichols explained that she attended a recent training session on the SNAP program. (Attachment #7) There is a new program that would allow the North Brookfield Senior Center to process claims for food stamps for seniors, and eventually non-seniors as well. The Town would be reimbursed 50% for the administrative time and overhead necessary to process the claims. Ms. Nichols stated that she needs to submit a letter of interest. Mr. Kiley moved, and Mr. Petraitis seconded, a motion to have Ms. Nichols submit the letter of interest, and then work up a budget for the program and speak with the Finance Committee and Selectmen again for final approval. So voted.

### **C. Request from Senior Center Director**

Ms. Nichols reviewed an e-mail request that she had sent to the Selectmen asking to be able to attend four evening community workshops on town time. (Attachment #8) The Selectmen agreed that it would be a good idea for her to attend. Mr. Kiley moved, and Mr. Petraitis seconded, a motion to approve the request. So voted.

### **D. Appointment to Library Trustees**

Mr. Hevy reviewed a letter from the Library Trustees asking that Margaret Bodine be appointed to fill a vacancy until the May election. (Attachment #9) Ms. Bodine was present, and said that she is a "fervent" supporter of the library. Mr. Kiley moved, and Mr. Petraitis seconded, a motion to appoint Ms. Bodine until the May election. So voted.

#### **E. Resignation from Police Department**

Mr. Kiley read a letter from Officer Ryan Downing resigning from the Police Department. Mr. Kiley moved, and Mr. Petraitis seconded, a motion to accept the resignation. So voted.

#### **F. Fire monthly report**

Fire Chief Joe Holway was present to deliver his report for the month of December. He noted that the department has been very busy, but his budget is on target. He explained that he and Jay Mooney are working on a grant application for air packs, and that North Brookfield is part of a joint application with Worcester for a thermal imaging camera.

Chief Holway noted that the department now has 39 members, and will be capped at 40 members.

The Town of Holden donated 2,000' of 4" hose.

Burning permits are now available thru May 1<sup>st</sup>.

Deputy Chief Darrin Anderson explained that he and three other firefighters have been working on fire prevention, doing inspections of local businesses and offering home inspections for smoke alarms and CO2 detectors.

Mr. Kiley moved, and Mr. Petraitis seconded, a motion to accept Chief Holway's report. So voted.

#### **G. Police monthly report**

Police Chief Mark Smith delivered his monthly reports for November and December. (Available in the Selectmen's office) There were 40 incidents in November and 32 in December. Mr. Kiley moved, and Mr. Petraitis seconded, a motion to accept the reports. So voted.

#### **H. Appointment of full-time officer**

Chief Smith explained that a committee met and reviewed three internal applicants for a full-time officer, and Officer Richard Caron is the recommended candidate.

Mr. Kiley explained that North Brookfield has a history of hiring only academy-trained officers. The Chief came to the Selectmen to explain the advantages of hiring from within and sponsoring a candidate to the academy. Mr. Kiley noted that over 100 people made positive comments about Officer Caron on the Facebook announcement. Mr. Kiley noted that the Selectmen and Chief Smith invited everyone because this is a big moment for Officer Caron. Mr. Kiley moved, and Mr. Petraitis seconded, a motion to approve the appointment of Officer Richard L. Caron III to be a full-time officer. So voted. Town Clerk Sheila Buzzell was present to deliver the oath of office to Officer Caron.

## **VI. ANNOUNCEMENTS**

### **A. Dog licenses are now available**

Mr. Petraitis announced that dog licenses are now available from the Town Clerk. The cost is \$8 for spayed or neutered dogs, and \$12 if they are not.

### **B. Tyler Wolanin January office hours**

Mr. Hevy noted that Tyler Wolanin, District Aide to Senator Gobi, will be in North Brookfield on Tuesday, January 30<sup>th</sup> from 11 AM to noon at the Senior Center.

### **C. Christ Memorial Church programs**

Mr. Kiley reviewed four community programs sponsored by the Christ Episcopal Church, including Family Resources, Addiction Support, Domestic and Sexual Violence, and Veterans' Services.

### **D. Town Election schedule**

Mr. Petraitis reviewed the schedule for the May 7<sup>th</sup> Annual Town Election. Nomination papers are due March 19<sup>th</sup>, and the last day to register to vote is April 17<sup>th</sup>.

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

See attached list

## **VIII. PUBLIC PARTICIPATION**

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

Sue Lewandowski reminded everyone that Hearts for Heat will be holding a spaghetti dinner Saturday night at the Elementary School.

## **IX. EXECUTIVE SESSION**

There was no Executive Session scheduled.

There being no further business, Mr. Kiley moved, and Mr. Petraitis seconded, a motion to adjourn at 7:10 PM. 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

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 delivered

Final report delivered

Final report delivered

FOTH Capital Campaign

Pending