

## **MINUTES OF SELECTMEN'S MEETING JUNE 16, 2015**

Chairman Hevy called the meeting to order in the Senior Center at 6 PM with Mrs. Walter and Mr. Smith also present. He reminded those in attendance that the meeting would be both audio and video taped.

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

- **June 1, 2015**

Mrs. Walter moved, and Mr. Smith seconded, a motion to approve these minutes as written. So voted.

- **June 2, 2015**

Mrs. Walter noted that there were two typos in these minutes that she will give to Leslie. Mrs. Walter moved, and Mr. Smith seconded, a motion to approve these minutes as corrected. So voted.

- **June 2, 2015 Executive Session minutes**

Mrs. Walter moved, and Mr. Smith seconded, a motion to approve these minutes as written. So voted.

- **June 5, 2015**

Mrs. Walter moved, and Mr. Smith seconded, a motion to approve these minutes as written. So voted.

- **June 8, 2015**

Mrs. Walter moved, and Mr. Smith seconded, a motion to approve these minutes as written. So voted.

- **June 9, 2015**

Mrs. Walter moved, and Mr. Smith seconded, a motion to approve these minutes as written. So voted.

- **June 11, 2015**

Mrs. Walter moved, and Mr. Smith seconded, a motion to defer action on these minutes. So voted.

- **Move all Executive Session minutes related to Highway negotiations into open session**

Mrs. Walter moved, and Mr. Smith seconded, a motion to move all minutes related to negotiations with the North Brookfield Highway Department into open session. So voted.

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

- **School Warrant #1061 for \$43,068.79**
- **General Warrant #1062 for \$223,679.67**

- **Payroll Warrant #25 for \$575,104.73**

Mrs. Walter moved, and Mr. Smith seconded, a motion to approve the aforementioned warrants. So voted.

### **III. PUBLIC PARTICIPATION**

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

Mr. Hevy informed those in attendance that they would be able to comment on any agenda item through himself as chair.

### **IV. FINANCIAL REPORTS**

#### **A. FY 16 budget update**

Mr. Smith informed residents that the Selectmen have been meeting frequently to come up with ways to reduce the FY16 deficit. He noted that by level funding most departments, including the school, the deficit was down to approximately \$300,000.00. The Selectmen have met with the Finance Committee and School Committee regarding the financial problems. It was the unanimous decision of the Selectmen and Finance Committee to restore a position within the Highway Department that had been eliminated a few years ago. This has increased the projected deficit to \$340,000.00.

Mr. Smith went on to explain that after taking out mandated expenses such as schools, sewer, water, debt and interest payments, healthcare and Cherry Sheet assessments such as Worcester County Retirement and School Choice Out, all that remains is slightly over \$2 million. Out of this \$2 million the police, fire, library, senior center, town offices and highway are funded. This is approximately 16% of the budget.

Mr. Smith noted that the deficit will be covered by the proceeds from a tax-title auction and Free Cash. The Selectmen intend to meet with the Finance Committee over the summer to determine how to resolve the problems, and to prepare for the FY17 budget process. In addition, the Selectmen hope to work with the School Department to address the School Choice problem.

### **V. OLD BUSINESS**

#### **A. Award fuel bids**

Mrs. Walter reviewed a memo from Highway Superintendent Gary Jean (Attachment #1) recommending that the FY16 fuel bids be awarded to Peterson Oil for gasoline, and R. J. McDonald for diesel. Mrs. Walter so moved, and Mr. Smith seconded. So voted.

#### **B. Town House update**

Mr. Hevy stated that all of the new dormer pieces for the Town House were approved by the architect and delivered today. The painters are on site, the new gutters have been installed along with a new copper drip edge. The upper roof has been completed, and most of the mansard roof as well. The structural improvements in the attic are done. The contractor is confident that he will be able to meet the June 30<sup>th</sup> deadline.

Mrs. Walter noted that there does not appear to be much progress on the Summer Street dormer.

Mr. Smith pointed out that this work on the Town House is being made possible because of the generous gift of former Senator Steve Brewer. There are no town funds being used.

### **C. Murphy Road update**

Mrs. Walter explained that all of the bridge components have been installed on Murphy Road. Next week the paving and guardrails will be completed. The beavers have been evicted from the stream; wildlife can now navigate from the wildlife management area up to the McIntyre farm. This project too, is expected to be complete by June 30<sup>th</sup>.

### **D. Gary Jean re: Gilbert Street**

Highway Superintendent Gary Jean was present to update the Selectmen on the progress of a drainage project on Gilbert Street and Stoddard Court. The project involves the installation of 300' of pipe and two drainage structures in the yard. Mr. Jean explained that the trees have been removed and the land has been cleared. The project is weather dependent, but work should begin tomorrow.

## **VI. NEW BUSINESS**

### **A. Resignation of Frank Hubacz**

Mr. Hevy read a letter from Frank Hubacz resigning from the Finance Committee. (Attachment #3) Mrs. Walter moved, and Mr. Smith seconded, a motion to accept the resignation with regret, and to send a letter of thanks. Mr. Hubacz has served on the Finance Committee for more than 20 years, and also served on the Board of Selectmen. Mrs. Walter noted that Mr. Hubacz is a very caring person when it comes to North Brookfield.

### **B. Common Victualler's license for Quabaug Vibram**

Mrs. Walter read a letter from Quabaug Vibram Innovations, the new company formed by the merger of Quabaug Corporation and Vibram. The letter asks that their Common Victualler's license be reissued under the new name. Mrs. Walter moved, and Mr. Smith seconded, a motion to approve and sign the new permit. So voted.

### **C. Thank you to Quabaug Vibram Innovations**

Mr. Hevy read a letter from Tabby LeBlanc of the Playground Committee thanking Quabaug Vibram Innovations for their donation of 30,000 pounds of QuaBoing Playground surfacing material. (Attachment #4) Mr. LeBlanc also thanked Toomey Landscaping and the St. Joseph's High School CCD students for their help in transporting and spreading the material. Mrs. Walter moved, and Mr. Smith seconded, a motion to accept the gift on behalf of the Town, and to send a letter of thanks. So voted.

#### **D. Accept donation to NBEMA**

Mrs. Walter read a letter from Steve and Ruth Fogarty donating a vehicle to NBEMA. (Attachment #5) Mrs. Walter moved, and Mr. Smith seconded, a motion to accept the gift. So voted.

#### **E. Requests to transfer funds**

Mr. Hevy reviewed a request from the Town Clerk asking to transfer \$302.10 from the Town Clerk Elections and Census Salary Account to the Town Clerk Elections and Registrars Salary Account. (Attachment #6) Mrs. Walter moved, and Mr. Smith seconded, a motion to approve the transfer. So voted.

#### **F. Adopt all employee job descriptions effective July 1<sup>st</sup>**

Mrs. Walter moved, and Mr. Smith seconded, a motion to approve all job descriptions effective July 1, 2015. So voted. Mrs. Walter noted that these are dynamic documents that can be changed by the departments when necessary. She thanked the departments for their efforts in this multi-year process.

### **VII. ANNOUNCEMENTS**

#### **A. Town Meeting reminder: Friday night at 7:30 PM**

Mr. Hevy reminded residents that there will be a Town Meeting Friday night at 7:30 at the Elementary School. This will be the continuation of the Annual Town Meeting, and will set the FY16 budget.

#### **B. Color Fest 2015**

Mr. Smith announced that the Color Fest 2015 will be held on Saturday, June 20<sup>th</sup> from 10 AM to 6 PM at the former Chooch's at 31 East Brookfield Road. There will be music, crafts, and a food and beer garden. The event is a fundraiser for Wendemuth Meadow.

#### **C. Tyler Wolanin office hours**

Mr. Hevy read a press release from Senator Gobi's office announcing office hours for the month of June. District Aide Tyler Wolanin will be in North Brookfield at the Town Offices on Tuesday, June 23<sup>rd</sup> from 5 PM to 6 PM.

#### **D. Dog license reminder**

Mrs. Walter reminded residents that dog licenses are now overdue. Male and female dogs are \$10, and spayed or neutered dogs are \$6, along with a \$5 late fee. Licenses are available from the Town Clerk.

#### **E. ASIAN LONGHORN BEETLES**

Mr. Smith noted that traps for the Asian Longhorn Beetles have been set on Hines Bridge Road, but are being removed by unauthorized persons. He asked residents not to disturb the traps, as they are meant to try to prevent an infestation that would require the removal of trees. Mrs. Walter also noted that residents should be careful in purchasing firewood that could potentially contain the beetles.

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

- **See attached list**

Charles Marshall of the Cable Advisory Committee stated that they have received a contract proposal from Charter, and are working on a draft response. They hope to meet with the Selectmen later this summer.

## **IX. EXECUTIVE SESSION**

- **To discuss strategy related to negotiations with non-union personnel**

At 7:10 PM Mrs. Walter moved, and Mr. Smith seconded, a motion to enter Executive Session to discuss strategy related to negotiations with non-union personnel. Roll call: Hevy, yes; Walter, yes; Smith, yes. So voted. Mr. Hevy announced that the Board would exit Executive Session only to adjourn.

At 8:15 PM the Board came out of Executive Session. Mrs. Walter moved, and Mr. Smith seconded, a motion to adjourn. So voted.

Respectfully submitted,

Leslie Scott Burton  
Administrative Assistant

## **PENDING/FUTURE SELECTMEN'S ITEMS**

**School sign property**  
**Solterra Agreement**  
**NBDDP/Aztec**  
**Gilbert Street Stormwater issues**  
**Cable license renewal Oct 2015**  
**Purchase Orders**  
**Vacancies on town boards**  
**Creation of Financial Advisory Committee**  
**Personnel policies**  
**Cemetery Road**  
**Smith Hanson Road forestry plan**  
**Meeting with Gobi and Berthiaume**