

## **MINUTES OF SELECTMEN'S MEETING MARCH 8, 2016**

Chairman Hevy called the meeting to order in the Senior Center at 6 PM with Mrs. Walter and Mr. Smith also in attendance.

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

- **February 23, 2016**
- **February 24, 2016**
- **March 1, 2016**

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

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

- **School Warrant #1041 for \$102,165.26**
- **General Warrant #1042 for \$302,332.03**
- **Payroll Warrant #18 for \$298,029.56**

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 noted that anyone in attendance would have the opportunity to comment on any of this evening's agenda items by going through himself as chair.

### **IV. FINANCIAL REPORTS**

#### **A. FY17 budget update**

Mr. Hevy reported that the Selectmen were continuing their review of FY 17 budget requests and revenue estimates from also sources. The Selectmen also planned to meet with the School Committee to discuss the School Department's request, and meet with the Finance Committee in coming weeks.

### **V. OLD BUSINESS**

#### **A. Virtual Towns and Schools website presentation**

Mr. Hevy reported that the Selectmen had met with a representative of Virtual Towns and Schools, of Maynard, a website designer recommended to the Board on February 24, 2016 to review possible website designs for the Town. The firm currently works with several hundred municipal and school department clients in New England. Department heads were also invited to attend. Those attending the presentation were impressed with the various website options and features available, and after visiting several of the firm's websites designed for Towns similar to North Brookfield, the Selectmen agreed that the Town should retain the firm to develop a new Town website. It was estimated that the new website could be operational by mid-summer. The initial cost, contained in the proposal to the Town would be \$5,000.00 for design and implementation of the site, and thereafter a yearly fee of \$1,750.00 for hosting and ongoing technical support.

Ms. Walter made a motion, seconded by Mr. Smith, to approve the proposal and begin work on the new Town website. The vote was unanimous. (Attachment)

## **VI. NEW BUSINESS**

### **A. Chris Dunphy re: CDBG update**

Chris Dunphy of the Pioneer Valley Planning Commission summarized the results of the Town's joint CDBG grant with the Town of Spencer and noted that the initial phase of the North Common Improvement Project, to assess remedies for drainage problems in the area and elsewhere in the Town, had been completed. He also reported that several homes in the Town had been rehabilitated with grant funds. Mr. Dunphy noted that the current grant to the Town was part of a larger grant to North Brookfield, Brookfield, and Warren, which would pay for the costs of the next phase of the North Common project and related drainage problems, and also rehabilitate additional homes in North Brookfield. An RFP for engineering work on the North Common Project would be published in late March, and the project would begin in early April, 2016. The Selectmen expressed satisfaction with the information uncovered about drainage problems, and indicated they looked forward to receiving the engineering study to complete this phase of the project. (Attachment)

### **B. Time Out entertainment license hearing @ 6:30**

At 6:30 PM Mr. Hevy announced that the Selectmen would recess their regular meeting to hold a Public Hearing on the application of Mr. Thomas Waugh, owner of 'Time Out' at 31 East Brookfield Road, North Brookfield, for an outdoor entertainment license.

A motion was made by Mrs. Walter, seconded by Mr. Smith, to recess the regular meeting of the Board, and to open the Public Hearing. The vote was unanimous.

Mr. Waugh appeared before the Board to explain his request for an outdoor entertainment license. He noted that functions at 'Time Out' were limited to 97 individuals inside, and he wished to expand his operation to include outdoor musical entertainment for community groups, civic organizations, weddings, and other functions. He stressed that it was an ideal facility for these functions, and that licensed professionals would oversee the activities. He requested authorization for outdoor entertainment on weekends from 11 AM to 9 PM, although most functions would probably not continue until 9 PM. Mr. Dale Kiley and Mr. Steven Cummings, both of North Brookfield, spoke in support of Mr. Waugh's request, noting that the Town should encourage business and make use of the facility for the various groups mentioned by Mr. Waugh.

Mr. Hevy asked if there was anyone opposed to the request. Ms. Molly Jackson, of 26 East Brookfield Road, came forward and informed the Selectmen that her home was across the road from 'Time Out' and that she was opposed to the request. She noted that the official Notice of the Hearing went to current property owners, and not to current occupants of homes which might be affected by the request. She made

reference to others who were opposed to the request, none of whom were in attendance at the hearing. Ms. Jackson said that the noise which would result from granting approval for outside musical entertainment was of concern, and would make it impossible for her to enjoy the outside during the proposed hours of operation. She said the noise from the music was distracting. A lengthy discussion followed.

The Selectmen, after hearing Ms. Jackson's objections to the request, noted that the facility had been used in less restrictive ways for many years, and that outdoor musical entertainment was permitted in other areas of the Town during the summer months, so far without objections from anyone. Mr. Hevy asked if a compromise on the hours of operation was possible, but Ms. Jackson indicated that she was opposed to using the facility for outdoor musical entertainment. She read a lengthy statement to the Selectmen, stating her objections.

Mr. Hevy explained that it was the intent of the Board to attract people and new businesses to North Brookfield and the request by Mr. Waugh would attract visitors to the Town and also encourage other businesses to consider relocating to the Town, or expanding current local business activity. Mrs. Walter noted that no complaints had been received about current activities at 'Time Out' and that current activities at 'Time Out' were permitted by the Town's zoning regulations.

Mr. Hevy asked Mr. Waugh if he would agree to a change in the proposed hours of operation contained in his request. Mr. Hevy suggested hours of operation on Saturdays from 11 AM to 9 PM, but suggested a change in hours proposed for Sundays from 11 AM to 9 PM to 11 AM to 6 PM. as a compromise. Mr. Hevy also said that the approval would be for the current year only, and would have to be re-approved along with all other permits. He also said that the activities and noise level would be monitored during this period. Mr. Waugh agreed to this compromise.

Thereafter, a motion was made by Mrs. Walter, seconded by Mr. Smith, to permit outdoor musical entertainment at 'Time Out' on Saturdays from 11 AM to 9 PM, and on Sundays, from 11 AM to 6 PM, subject to renewal of the permit at the end of the current licensing period. The vote was unanimous. The hearing ended at 7:27 PM. (Attachment)

At the conclusion of the hearing, a motion was made by Mrs. Walter, seconded by Mr. Smith, to re-convene the regular meeting of the Board of Selectmen. The vote was unanimous. The meeting re-convened at 7:28 PM.

### **C. Vote to place Fire Truck Debt Exclusion on Annual Town Election and Meeting warrants**

Mr. Hevy read a draft of a letter to Town Clerk Sheila Buzzell noting that the Board of Selectmen were requesting a Debt Exclusion on the May 2, 2016 Town Election ballot for the purpose of approving the purchase of a new Rescue Pumper Truck for the Fire Department.

Chief Brad Gannon was asked to explain the need for the new truck. He noted that the current truck was 27 years old, had cost over \$12,000.00 in repairs, and in a recent inspection it was noted that it did not conform to State requirements. In response to a question from Mr. Smith, Chief Gannon said that the truck was vital in responding to fires given the large volume of water it contained, which made it possible for immediate responses to fires while hoses from mother vehicles were being connected to hydrants. In areas of the Town where hydrants were not immediately accessible, the Pumper Truck was often responsible for saving structures which were already engulfed when the Department arrived on scene. The vehicle was also important in making immediate responses to wildfires in the spring and summer. The cost of a new vehicle was estimated at \$495,000.00. The new Pumper Truck would be equipped with longer hoses, and be capable of carrying a larger volume of water. He also reiterated that fact that the current vehicle would not pass its next State inspection because of its age and limitations.

The Selectmen, after discussion, agreed that the Pumper Truck was a vital piece of firefighting equipment, and the repair costs associated with the 27-year old vehicle were a waste of taxpayer money. Mr. Smith inquired if it would be possible to enter into a 'lease to own' contract with a vendor, and it was agreed that this option would be explored. This would enable the Town to spread the payments over several years, and potentially reduce borrowing costs. The May 2, 2016 vote would authorize the expenditure. It might be possible to spread the payments over several years, and reduce the yearly borrowing costs to the Town.

After discussion a motion was made by Mrs. Walter, seconded by Mr. Smith, to sign the letter to the Town Clerk requesting that a debt exclusion authorization be placed on the May 2, 2016 Election Ballot. The vote was unanimous. (Attachment)

#### **D. CMRPC Annual Traffic Count**

The Selectmen reviewed a letter from the Central Massachusetts Regional Planning Commission regarding a traffic study in the center of North Brookfield. This information will be important in future grant applications, as well as to businesses considering relocation to North Brookfield. Ms. Walter recommended focusing on Summer Street to North Main Street, and School Street to North Main Street. It was also recommended that Police Chief Mark Smith be asked to recommend other areas to be studied.

After discussion, a motion was made by Mrs. Walter, seconded by Mr. Smith, to approve CMRPC's proposal for a traffic study in the center of North Brookfield, with the additions proposed by Mrs. Walter, and any addition(s) proposed by Chief Smith. The vote was unanimous. (Attachment)

#### **E. Water Department Lycott contract**

The Selectmen reviewed a recommendation from the Water Superintendent for the approval of a contract with Lycott Environmental Corporation in the amount of \$1,650.00 per treatment (Option 'B') of water from Horse Pond Reservoir to eliminate

odor and taste problems at the Reservoir in late spring. The Board briefly discussed the recommendation, and agreed that it was in the public interest to treat the water.

A motion was made by Mrs. Walter, seconded by Mr. Smith, to approve the recommendation of the Water Superintendent to retain Lycott Environmental Corporation to treat the water at Horse Pond Dam to eliminate odor and taste problems at a cost of \$1,650.00 per treatment (Option 'B'). The vote was unanimous. (Attachment)

#### **F. Police Department report**

Mr. Hevy read a detail report from the Police Chief for the month of February, 2016 which contained a list of incidents, arrests/summons, citations, accidents, tickets issued, and firearm permits processed. The report also detailed various other activities of the Department in the period. The report was approved. (Attachment)

#### **G. Fire Department report**

Chief Brad Gannon delivered the report of the Fire Department for the months of January and February, 2016. In summary, the Department responded to 17 calls in January and 15 in February. A total of 90 burning permits were issued in January, and 50 in February. False alarms responded to were 3 in January, and 2 in February. The report was approved. (Attachment)

#### **H. Letter from Quaboag Superintendent**

The Board discussed a letter from Quaboag Regional School District Superintendent Dr. Brett Kustigian dated March 3, 2016 addressed to Superintendent Marilyn Tencza which had been forwarded to the Board of Selectmen the previous Friday. It proposed a March 23, 2016 Meeting with Superintendent Tencza, to which the Board of Selectmen were also invited to attend, to discuss areas of collaboration. After discussion, it was decided by the Board to meet with Dr. Tencza and the North Brookfield School Committee to discuss the proposed Meeting. Mr. Smith agreed to contact the Superintendent to propose a joint Meeting (which would include the Finance Committee) to discuss the proposed March 23, 2016 Meeting with the Quaboag Superintendent. (Attachment)

#### **I. Selectman Hevy Ethics disclosure**

The ethics disclosure was not discussed, having been withdrawn prior to the meeting. (Attachment)

### **VII. ANNOUNCEMENTS**

#### **A. May 2<sup>nd</sup> Annual Town Election**

Mr. Hevy read a notice from Town Clerk Sheila Buzzell regarding openings on various Town Boards, Commissions, and Committees for the May 2, 2016 Annual Town Election. Mr. Hevy urged those interested in running for office to contact the Town Clerk's Office. The last day to file nomination papers will be March 14, 2016. (Attachment)

**B. Annual Town Meeting to be held on Friday, May 6<sup>th</sup>. Articles are due to BOS by Monday, April 4<sup>th</sup>**

Mr. Hevy read a notice informing the public that the Annual Town Meeting will be held on Friday, May 6, 2016 and that Articles proposed for the Town Meeting Warrant must be received by Monday, April 4, 2016.

**B. March 26<sup>th</sup> Rabies Clinic**

A notice regarding a March 26, 2016 Rabies Clinic at the Second Chance Wellness Center in North Brookfield was read by Ms. Walter. The Clinic will be held from 9-11 AM, and the fee is \$12.00 per animal. The Town Clerk will be available to process dog licenses, or renewals. (Attachment)

**VIII. PENDING/FUTURE AGENDA ITEMS**

- See attached list

**IX. EXECUTIVE SESSION**

- None

There being no further business before the Board Ms. Walter made a motion to adjourn the meeting, seconded by Mr. Smith. The vote was unanimous. The meeting was adjourned at 8:38 pm.

Respectfully submitted,

Robert J. Smith, Clerk

**PENDING/FUTURE SELECTMEN'S ITEMS**

NBDDP/Aztec  
Solar RFP  
Purchase Orders  
Creation of Financial Advisory Committee  
Personnel policies  
Cemetery Road  
98 Shore Road  
DOR IT recommendations  
Electric aggregation  
Community Compact  
FY17 Budgets  
Meeting with EB re: Town Beach