

## Minutes of the Board of Selectmen Meeting

This meeting of the Board of Selectmen was called to order at 6:00PM on Tuesday, May 16, 2023 in the Town Offices. Jason Petraitis, John Tripp, and Brooke Canada present.

Reserve Fund Request: Mr. Tripp moved, and Mrs. Canada seconded, a motion to approve a Fin Comm Reserve Fund request for \$10,000.00 for the Firefighter salary. So voted.

The Board questioned the balance of the reserve fund, Ashley was unsure but will find out.

Set date for Adjourned Annual Town Meeting: Mr. Tripp moved, and Mrs. Canada seconded, a motion to set the AATM and STM for Friday, June 16<sup>th</sup>. So voted. Ashley will make the moderator, school, and LPAC aware.

Lake Lashaway request for funding: Mr. Petraitis suggested we until the Fall to review this request, all agreed.

Spending Requests:

Mr. Tripp moved, and Mrs. Canada seconded, a motion to approve spending \$100.95 from the Memorial Day fund for a plaque for Jim Foyle. So voted. Holly Kularski organized and ordered this to commemorate Jim Foyle's service to the United States and North Brookfield.

Mr. Tripp moved, and Mrs. Canada seconded, a motion to approve Accountant request to spend \$414.22 on office supplies. So voted.

May 30<sup>th</sup> at 6:00PM the Board will meet with Tecton and Colliers at the Police Department to discuss the renovation plans for Fire/Highway/Huck's.

NBEMA requested a Board member attend a meeting in Spencer, Mr. Petraitis can make it and Mrs. Canada can make most of the meeting.

Holly Kularski suggested making a Veteran Committee, the Board would like more details.

ARPA-Town Admin: Mr. Petraitis said he'd been against the idea of a Town Admin for years, but he's leaning towards the idea down. Mike in Brookfield convinced him, they said it was the best decision they ever made. It was suggested that \$400,000.00 be set aside from ARPA to pay for the Town Admin for 3 years. Mr. Petraitis said based on conversation with Kelli in Brookfield it shouldn't take more than two years to feel the positive effect of a Town Admin. Mr. Petraitis suggested approving \$200,000.00 from ARPA funds for this. Mr. Tripp asked if this would cover two years, Mr. Petraitis said yes. Mr. Petraitis said this person could help department heads with grants. Mrs. Canada said that Kelli does management of grants. Mr. Tripp moved, and Mrs. Canada seconded, a motion to approve \$200,000.00 from ARPA for a Town Administrator. Discussion: Mr. Tripp asked what the difference between a Manager and an Admin is. Ashley said the Town Admin has less power to make decisions than a manager. Mrs. Canada said the BOS can give the admin authority to sign contracts among other things, but big decisions would still be up to the Board of Selectmen. Mr. Tripp asked about the pay rate. Mrs. Canada said it can range from \$70,000-\$120,000 a year, but it would be difficult to find someone for under \$90,000. Mr. Tripp asked about qualifications, Mrs. Canada said we can make our own job description with qualifications, and we can use Small Town Administrators as a resource. Michelle Petraitis asked if the \$200,000 will cover money to search for an admin. We'll need to advertise, and pay benefits. Mr. Petraitis said we may not

be able to hire until next June, possibly creating the position in the Fall. There may be a bylaw that needs to be enacted. Mrs. Canada expressed concerns over not setting aside the \$400,000, ARPA needs to ID the funds by 2024. Mr. Petraitis said that wouldn't be a problem. All in favor of the motion: aye. So voted.

Mr. Petraitis said the Water Department is looking to get \$110,000 from ARPA to repair the water tank. They have \$300,000 in retained earnings, he's ok with ARPA funding half, but they have already received \$460,000 from APRA for Elm St project and Horse Pond Aeration.

Mr. Tripp said we need a fence viewer; many people are building fences and walls too close to the sidewalk and town Right of Way. Michelle Petraitis asked if the building inspector took care of that. Mr. Tripp said he's not sure it's part of building code. Mr. Petraitis agreed there are a lot of encroachments on town property. He said Officer Martin spoke to the person on Donovan Road that was encroaching. He also said that John Couture is working with the people on the Town Common that have encroached but we are waiting a sewer issue. Michelle said there must be, or should be, bylaws or zoning bylaws in place for these issues.

Mr. Petraitis brought up a letter from Deb Arnold. She came to our meeting and talked about the Gilbert Street issue, but the difference is the pipe she referenced is town-owned, we have an easement. The Arnold's issue was a privately owned piped (homeowner tie-in). It would still be illegal for the Town to pay for the repairs done at the Arnold's house. Mr. Tripp said there's a map in the Sewer department showing the main line under the road with T sections for homeowners to tie in. Mr. Petraitis noted that Water/Sewer lines are the property owner's responsibility from the house to the street. Mr. Tripp said the map in the Gilbert Street area shows the drain pipe that runs from the Common all the way down to Stoddard. Mr. Tripp moved, and Mrs. Canada seconded, a motion to have Ashley send the Arnold's a letter in response to their letter. So voted.

Mrs. Canada asked about the Girl Scout's marching in the Memorial Day Parade. Ashley told Mrs. Canada to contact Holly Kularski.

Mrs. Canada said she wants to help out with the 4<sup>th</sup> of July Celebration but she won't be in Town. She's happy to call people and help organize the event. Mr. Tripp said he's got two music guys and donations from Hannaford and Table Talk. He's working on getting soda and water, and a dunk tank. He said Karen Hubacz will provide two port o potties. There will also be face painting and yard games, and possibly a ball game.

At 7:00PM, there being no further business, Mr. Tripp moved and Mrs. Canada seconded, a motion to adjourn. So voted.

Respectfully Submitted,

Ashley Barre