

Town of Brimfield  
Board of Selectmen  
Brimfield Town Hall, 21 Main Street  
Meeting Minutes – November 12, 2019

Present: Chair; Paul McCarthy, member; Carolyn Haley, member; Mike Doyle, Admin; Carol Camerota

Absent: Vice Chair; Michele-Lee Shea and member; Ryan Olszta,

Others: Police Chief; Charles Kuss, Accountant; Marie Arsenault, Treasurer-Collector; Andrea Beaudry, Deputy Assessor; Cynthia Poirier, Finance; Mike Moloney, National Grid Rep; Diane Klauss

Cable recording: J. Bolte

**Joint Hearing with Board of Assessors:**

**Call to order:** 6:20 p.m. by (McCarthy)

Tonight's meeting is being held on Tuesday due to Monday being Veteran's Day. (McCarthy) thanked all veterans for their service.

Board of Selectmen are holding a joint hearing with the Board of Assessors for the purpose of determining property tax classifications and the setting of the FY2020 tax rate for the Town of Brimfield. (Haley) as Assessor gave an overview of the process. As with the Residential Exemption, the Board of Assessors recommended to vote NO on LA-5 Small Commercial Exemption option. The LA-5 Open Space option does not apply to Brimfield as there are not any properties classified as Open Space. The Board of Assessors recommended to vote NO.

Discussion ensued surrounding the proposed Tax Rate and the reason the rate is reflecting a decrease by .11 cents per thousand. Arsenault, Town Accountant, explained the key factors were that the Assessors are in an interim year of the Recertification and have reviewed the cost tables and have made the necessary adjustments; these adjustments have resulted in a slight value increase. Arsenault shared a spreadsheet showing the prior year's rates and explained the reason behind the excess levy capacity differences and impact on the rate. After reviewing the spreadsheet Arsenault explained an example of the new value of an average single family home at the new tax rate would be approximately \$150.00 per year increase which was \$37.50 per billing quarter

M. Arsenault gave examples of how the rate was set. (Doyle) praised efforts given by the Accountant, Treasurer-Collector and Deputy Assessor and said the town should be grateful for getting this work done.

**Motion:** by (Doyle) to vote a single tax rate and adopt the Assessors recommended vote for the balance of the LA-5 as presented by the Board of Assessors, seconded by (McCarthy), all in Favor.

**6:30 p.m. BOS meeting**

**Payroll & Warrants:**

Signed by board

**Minutes:**

Review & approve minutes for October 28, 2019

**Motion:** by (Haley) move to accept minutes as amended for October 28, 2019, seconded by (Doyle), all in favor.

**Review & Action:**

Chair to sign new employee form for Building Commissioner:

State form was signed by (McCarthy)

Highway – Drainage easement for 88 Paige Hill Road:

**Motion:** by (McCarthy) move to approve drainage easement for 88 Paige Hill Rd., seconded by (Doyle), all in favor.

**6:45 p.m.**

Verizon & National Grid Pole Hearing - Paige Hill Road:

Diane Klauss Rep from National Grid gave reason for the following hearing. Massachusetts Electric Company d/b/a National Grid and Verizon New England, Inc. requests permission to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and across the following public way:

*Reason:* Paige Hill Rd. – National Grid to install (1) JO pole #56-50 and anchor on Paige Hill Rd. beginning at a point approximately 269 feet north of the centerline of the intersection of Polly Rd., Wales. #28919916

No concerns or discussion with pole location on Paige Hill Road.

**Motion:** by (Doyle) move to accept pole location as sited, seconded by (Haley), all in favor.

**7:00 p.m. Public Access**

None

**Review & Action (con't):**

Right of first refusal, portion of 17-E-5, parcel location on Paige Hill Rd:

C. Poirier explained that the property is in Chapter land and the new owner was under the assumption he was ready to close. Planning Board and Assessors have no interest in the property. Conservation will be meeting tomorrow evening. Once their decision is made the roll back taxes can be calculated and the closing can take place.

**Motion:** by (Doyle) move to not exercise the right of first refusal on the portion of land at 17-E-5 known as Lot 1 on Paige Hill Road pending Conservation's vote on November 13<sup>th</sup>, seconded by (McCarthy), all in favor.

Another parcel under consideration for right of first refusal is 18-B-4 Haynes Hill Road. Lien has not been released. Hold to following meeting.

Ambulance board discussion:

The Select board are still having concerns about taking over Ambulance even though it is necessary. Financials are not clear at this point and many answers are needed in order to figure out what is needed to make it whole. The financial report received from Ambulance had quite a few red flags. The ability to get grants are not available and much easier for a municipality to acquire. An accountant who is familiar as to how an Ambulance is run is needed to determine how to proceed. Discussion about what would be needed to fill the gaps including certified personnel and manpower to not only run the Ambulance but administrative needs for managing and insurance billing.

Fincom has already recommended getting an independent look at their numbers. An essential part of a tri town agreement will be the deficits and assets. Numbers gathered from May will be looked at. Treasurer-Collector will reach out to the town's auditors for a referral.

PVPC – CDBG FY19 tri town agreement:

The board reviewed and acknowledged Attachment A, scope of services for Brimfield in the agreement. The 13 units mentioned is an average number of homes getting assistance in Brimfield.

The site survey for the Sr. Center planning study organized by the Friends of the Sr. Center is included. The Building Committee is aware of the parcel of land on Holland Rd. being looked at for a new Sr. Center. A large portion of the unusable land may be suitable for solar.

Use of the town hall: Brimfield Community Partnership Chili cook off:

**Motion:** by (Haley) move to approve use of the town hall by the Brimfield Community Partnership for a Chili cook off on Sunday, December 15<sup>th</sup>, seconded by (Doyle), all in favor.

Licenses through BOS and building dept. sign off:

Building Commissioner will continue to sign off on "Certificates in Good Standing" as Zoning Officer for Licensees through the Selectmen's office.

Town computers – Capital Plan

The board discussed server needs as well as department upgrades. The work and purchases will be and done by Tantasqua IT. All new computers will be equipped with the correct software and be on a 5 year life span.

\$20,000 for computer maintenance of which \$10,000 would be for the server. Windows 7 will not be supported at the end of 2019.

**Motion:** by (Haley) move to approve quote for #1,108.10 for antivirus for the town, seconded by (Doyle), all in favor.

Best Practice grant funds may be available for IT support. Police Chief was concerned about the public safety and additional work stations for his department.

Re-keying Town Hall and Annex:

An estimate will be sought for re keying all the doors at municipal buildings so the Fire inspector will have one master key. Estimate could run \$2,000 to \$5,000.

**New Business:**

Clerk wages:

Discussion on the ZBA clerk hours for hours worked vs being paid for hearings.

Hours generally vary depending on the amount of work. Item will be put on the All Boards agenda.

Sturbridge Rd. Solar:

Emails were discussed regarding permits that were not acquired. The board agreed that policy stated by Electrical Inspector and Building Commissioner should be followed.

**Old Business:**

Rec Committee actions:

(Haley) informed the board that a volley ball group that has been using the Elementary School for years on a particular evening was told by the principal that Rec needed the time slot and they could no longer play during that time. She will have them reach out to Rec.

Address change and 911:

Chief Kuss asked who the person was to track address changes for 911. As discussed last year it would be the Building Dept. clerk. The Chair was waiting to hear back on an SOP.

Personnel Policy and personnel files in BOS office:

Not discussed.

**Office Matters:**

Mail:

(Haley) will look into a subdivision planned for Warren.

**Adjourn:**

**Motion:** by (Doyle) move to adjourn at 8:10 p.m., seconded by (Haley), all in favor.

**Upcoming Meetings:**

Tuesday, November 25, 2019 6:30 p.m.

December 9, 2019 – (to include all boards meeting)

Respectfully Submitted:

*Carol Camerota*

Transcribed by: Carol Camerota

ACCEPTED: *Paul McGly* DATE: *11/25/2019*

Documents Utilized for this meeting

**MATERIALS FOR BACKGROUND AND REFERENCE**

1. Classification tax allocation
2. Open Minutes of October 28, 2019
3. New Employee report form for State
4. Drainage easement for 88 Paige Hill Rd.
5. Right of first refusal for Agard/Haynes Hill Rd. Lot 1
6. IT needs
7. PVPC FY19 CDBG agreement
8. Request for use of town hall – Chili Cook off
9. Emails for Solar property on Sturbridge Road