

Town of Brimfield  
Board of Selectmen  
Brimfield Town Hall, 21 Main Street  
Meeting Minutes – March 2, 2020

Members Present: Chair; Paul McCarthy, Vice Chair; Michele-Lee Shea, Member; Mike Doyle, Member; Carolyn Haley, Member; Ryan Olszta, Recording; Admin; Carol Camerota

Others: Acting Fire Chief; Don Contois, Police Chief; Charles Kuss, Anna Ozolins, Bob Chevailier, Temp. Fire Chief; Don Contois, Zach Lemieux, Laurie Rozell, Conservation; Roger deBruyn, Mr. Tetreault, Bob Datz,

Cable recording: J. Bolte  
Call to order (McCarthy) @ 6:30 p.m.

**Payroll & Warrants:**

Signed by board

**Minutes:**

Review & approve Open & Executive minutes for February 18, 2020

Amend: D. Contois appointment of Fire Chief should be temporary “up” to June 30, 2020.

**Motion:** by (Doyle) move to approve minutes of February 18, 2020, seconded by (Shea), all in favor.

Executive minutes: hold

**Review & Action:**

Town Clerk:

Caucus Date: Town Clerk; R. Sullivan needs to set the Caucus date 39 days before town election, and should be 49 days prior for petition papers which statute would allow. He would like to set it for April 13<sup>th</sup> but wants to make sure there are no conflicts with meetings, etc. Revisit at March 16<sup>th</sup> meeting.

Board of Registrars Resignation and new appointment:

D. Fagerstrom has resigned as a Board of Registrar. Selectman will need to nominate a person because the town does not have a nominating committee. Time is of the essence due to audits. Would like to have 3 registrars on board for tomorrow. One candidate had to withdraw due to being in an appointed or elected position. Currently have 1 democratic and 1 republican

**Motion:** (Haley) support nomination of Fran Ploof, seconded by (Doyle), all in favor.

Citizens petition for the Warrant:

34 signatures have been certified. Petition is a Zoning bylaw change for large scale solar. Submitted to the board for recommendation to the Warrant. Petitioner Mr.

Tetreault was present. Similar as petitions from last year only the address has changed. Boards concern was spot zoning but was accepted.

Anna Ozolins-Lake Sherman Solitude Contract:

Ms. Ozolins wanted to discuss the boat ramp on Lake Sherman. She was hoping that Conservation would help with this project. Engineers will be needed and it should put out to bid. Could the town entertain this? R. deBruyn from Conservation notified her that an NOI would be needed and DEP involvement, but would certainly help with the steps. There might be another option if there are erosion concerns. Highway tends to the ditch for runoff 3 to 4 times per year already. She is looking for a remedy for the runoff and has left a message with Fishing and boating.

Anna will be stepping down from taking care of Lake Sherman and introduced Robert Chevallier as her replacement. (Olszta) had concerns about Oszolins involvement if not an appointed official with regards to Lake Sherman contracts and the ramp. She has spearheaded and been the go between for the Association for years. The board's signature is needed for the Solitude agreement. Discussion on payments and when they have been made. Hold until March 16<sup>th</sup> meeting to review payments already made.

R. deBruyn curious if board would look at Conservation's budget just submitted. Not on the agenda. Next agenda

Executive minutes:

**Motion:** by (Doyle) move to approve executive minutes of February 18, 2020, seconded by (Shea), all in favor. Roll call as follows.

(McCarthy)-Yes (Shea)-Yes (Olszta)-Yes (Doyle)-Yes (Haley)-Yes

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

None

Use of common: 5k walk fundraiser for Sarcoidosis

Laurie Rozell from the Foundation of Sarcoidosis. The disease attacks the body forming clusters of nodules that can attack any organ. Working with 5 other states for grant funds to cover costs. Looking for a route of 3.45 miles for the walk. Trying to keep off main roads. Suggestions are welcome. Police Chief suggested the trail route. Board approved May 2<sup>nd</sup>.

Fire: budget and new employee packet:

D. Contois submitted an application for new employees. Board was pleased with it. CORI checks should go into personnel files. The town should set up a CORI account and someone in the town can submit them. Suggestion was for the Fire department to set up their own account. Determination of what is acceptable and not and if questionable refer to the Police Chief.

The State and OSHA mandates, physicals, immunizations necessary to all Fire employees.

Budget: Normal 2% increase for the Chief and Fire Inspector which are still below the average but no request to raise at this time.

First big change. Want to move \$9,000 out of fire small equipment and into general expense to cover computer software that is outdated. This will also cover OSHA mandated physicals and immunizations. The new software will also track reports to the State and the ability to access the database offsite.

He will also be playing catch up with immunizations of 3 new hires and old employees. (McCarthy) questioned why mandated things such as immunizations aren't in a line item.

~~Chief Kuss suggested adding this to the Capital Plan and contribute to it each year~~ for Police, Fire and Highway. The cost to the town if not done puts the town more at risk. Highway pays for its employees out of his road account. Accountant can provide some guidance.

Brush truck is in need of repair. The new Public Safety needs should be included to maintain a new alarm system and floor drains.

Board asked if he could possibly work off old software to save on the budget.

There is a need for an administrative position for 4 hours per week for the Town's protection in making sure bills are getting paid.

**Motion:** by (Doyle) to support Fire budget for FY21, seconded by (Olszta), all in favor.

(Doyle) brought up the fact that Deputy is taking care of the Chief's responsibility while he is out but not being compensated. Has an acting rate been established and would it be of the position. It's been 2 pay periods that total 30 hours so far.

Currently paid \$18.58hr. Hold

Police: 24-hour coverage:

Chief Kuss is requesting an increase to 24 hour coverage. Existing staff and pay just assigning officers to the evening staff.

No official motion was taken at the last meeting. (Haley) hears that the town doesn't need it, could he consider the middle of the road. (Olszta) argued what warrants it, unless it's you? Holland and Wales do not have an overnight shift. We live in a huge geographic location for 1 State trooper to cover while the he or she may be on Rt. 84. It's the concept of having an officer on duty, not that it would be busy. This would also serve as having a first responder that could be there quicker and advise other departments appropriately on what is needed. It's just a matter of being proactive. (McCarthy) Reminded all that it is the duty of the select board to protect the residents of Brimfield and does not like discussing the hours of Police at an open meeting.

**Motion:** (Haley) move to approve, seconded by (Doyle), all in favor. (Olszta) abstain.

Licenses:

Special & One Day Liquor License:

**Motion:** by (Haley) move to approve Special & One Day liquor License for Brimfield Winery, Rusty Corriveau, 35 Main Street, seconded by (Doyle), all in favor.

Annual Owner Operator License:

**Motion:** by (Haley) move to approve annual owner operator license for H. Crisafulli, Hertan's, 6 Mill Lane, seconded by (Doyle), all in favor.

Annual Common Victualler License:

**Motion:** by (Olszta) move to approve annual common victualler licenses for G. Bernat, Bernat's Polish Meat Products & Deli, Chicopee, MA, M. Leverone, Birds Nest Italian Street Food, Worcester, Ma, E. Fam, Hot Dogs R Us, Sturbridge, MA, L. Twarowski, Village Green Campground, Brimfield, MA, V. Popovich, Val's Vittles, LLC, Burlington, CT, S. Renaud, Traveling Gourmet Catering, Northborough, MA, seconded by (Doyle), all in favor.

Class II Motor Vehicle License:

**Motion:** by (Olszta) move to approve Class II Motor Vehicle License for B. Benoit, Benoit Welding & Repair, Brimfield, MA, seconded by (Doyle), all in favor.

Capital plan review

(Doyle) Police radios will be on for a few more years. Chief Kuss added that his Department is also part of a Worcester county grant. Police do not have an official off-road vehicle. One ATV that the Fire Dept uses is getting old. Would like to purchase 2 ATVs for off road calls that could range from lost people, deaths, hunters or stolen vehicles. Fire Dept would also have access to it. Officers should not be sent out alone which is the reason he is asking for 2.

(Doyle) suggest purchasing this year. Large items will be coming in the next few years. He will submit a warrant article. Board is in favor.

Highway is looking for backhoe. Current one is 15 years old now. Can trade it in resulting in a savings of \$5,000. Highway Surveyor, Z. Lemieux is looking to buy used vehicles and refurbishing instead. Discussion of future vehicles for the highway and the benefit of the town mechanic.

Fire: nothing on the capital plan. Same warrant article as last year to replace breathing apparatuses. In 10-15 years they will become outdated again.

Next year a new engine for \$550,000 will be needed but after calling a vendor the quote came down to \$478,000. It might make better sense to consolidate trucks so all rescue equipment needed is on board such as Jaws of Life.

IT capital plan. Back up \$5,500 and firewall \$3000 were discussed and \$80,000 for a server. (McCarthy) mentioned an IT Grant and his meeting with Tantasqua that could help. Should get things rolling.

Finalize Selectmen's FY21 budget

BOS Worksheet 20: (Doyle) suggested zeroing custodian line item out and creating a Facility maintenance manager line item excluding the school. Highway suggested an hourly rate as a low or head janitor. Job description would include cleaning,

mowing, painting, and repair and snow removal for all buildings inside and out. This would be a benefited position for \$20.40hr, \$37,12yr. Concern over current employee and eliminating that position. Under direction of the Highway Surveyor. Building supplies will come from Repair account.

Computer budget: \$23,900 includes server upgrades and computer maintenance, firewall, backups. Warrant article for server needed.

**Motion:** by (Doyle) move to accept BOS budget sheets #20 and #23, seconded by (Olszta), all in favor.

### **Old Business:**

#### Public Access: Cable system upgrade:

April 15<sup>th</sup> is the install date for public accesses new upgrades. Doyle made comment to emails sent out by Datz to another department and his disrespect. Datz has apologized to person involved.

Microphones at meetings with a goose neck that is 18" will help reach members as opposed to the shorter ones that get pushed away with paperwork.

Discussion about purchasing new tables. Ones being used belong to the fire association. Board was in support. \$7053. Plus transmitters and receivers.

#### Cumberland donation: gazebo

Historical concerns about use of the funds for the gazebo. Questions about motions made by the Selectmen as to what the funds can be used for. Board members agreed to keep the funds in the Cumberland account but that it could be used for the gazebo. Suggest Historical see the Planning Board or 2 select board members meet with Historical and Planning. Historical should move on Warrant article and come to the board when they are closer.

#### ZBA Clerk payroll:

Letter reviewed to ZBA from Select Chair. ZBA Board should stop meeting monthly if the funds have been exhausted. Unless there is an appeal or variance. Shared clerk hours can then be used. No budget has been seen yet for ZBA.

#### Revisit: Proposed Bylaw change relating to licenses and permits

3 Warrant Articles will be added.

#### Ambulance update:

*OK*  
*Ambulance*  
(Doyle) Regarding the ~~Fire Chief~~ the town's sick bylaw allows 90 days to be used. The salary for manager and people who are taking over along with run times being down and overtime costs there will be a deficit at the end of the year of \$24,000. Board agreed that since they are still a nonprofit the decision on how to get through the end of the year is up to them.

**Building Plans:**

- a. Short term- moving worst offending non-ADA compliant departments (Con Com and Planning) to PD offices once they leave.

Board was in agreement.

- b. Long term- continuation of discussion regarding overall building use.

No discussion

**New Business:**

**Update on IT meeting and cyber security:**

No discussion

---

**Fiber to Public Safety**

Quotes are being sought.

**Telephone system ability Mitel phone support**

(Doyle) tried and was frustrated on getting support. Fiber might help, revisit.

(Doyle) Personnel policy to be discussed at the next meeting. Limited to that, Warrant review and Conservation.

Superintendent of schools' budget March 24 6:30 Elementary School.

Bus agreement being handled by School and will revisit.

Barn/Animal inspector L. Leasor has resigned.

Safety Concerns from the Electrical Inspector at the Public Safety building are being taken care of.

**Office Matters:**

Mail

Age Friendly and Sue Gregory's retirement party. Many attended.

Grants: AARP for age friendly.

Permission: Police Chief would like to hold a Firearms safety class on April 18<sup>th</sup> in the Town Hall. Fill out form.

**Adjourn**

**Motion** to adjourn (Olszta) seconded by (Doyle) at 9:36 p.m.

**Upcoming Meetings:**

March 16, 2020

Respectfully Submitted:

*Carol Camerota*

Transcribed by: Carol Camerota

ACCEPTED: *Paul McE...*

DATE: 3/16/2020

Documents Utilized for this meeting

**MATERIALS FOR BACKGROUND AND REFERENCE**

1. Minutes of February 18, 2020
2. ~~D. Fagerstrom resignation~~
3. Board of Registrars request F. Ploof
4. Citizens Petition
5. Lake Sherman Boat ramp
6. Licensing Warrant Article
7. 5k walk Foundation of Sarcoidosis
8. Fire Department application
9. Fire Department budget
10. Capital Plan
11. BOS Budget
12. Microphones for Public Access
13. Licenses