

Town of Brimfield
Board of Selectmen
Meeting Minutes –May 11, 2020

**Remote participation due to current State of Emergency.
Agenda sent to all Boards/Committees/Departments for participation.**

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Brimfield [Board of Selectmen] will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the town's website, at www.brimfieldma.org. For this meeting, members of the public who wish to virtually attend the meeting may do so in the following manner: WEBINAR allowing computer and phone participation. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the Brimfield website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

Join Microsoft Teams Meeting

+1 508-387-3549 United States, Worcester (Toll)
Conference ID: 148 235 177#

Despite our best efforts, we were not able to provide for real-time access, and we will post a record of this meeting on the city/town's website as soon as we are able.

Members Present: Chair; Paul McCarthy, Vice Chair; Michele-Lee Shea, Member; Mike Doyle, Member; Carolyn Haley, Member; Ryan Olszta, Recording; Admin; Carol Camerota. Others: Attached list of call in participants.

Call to order (McCarthy) @ 6:34p.m.

Payroll & Warrants:

*Board members will review ahead of meeting.
After approval will sign in office individually.*

Going forward when motions are made and roll call follows, start doing it in alphabetical order.

Minutes:

Review & approve minutes for April 27, 2020:

Motion: by (Haley) move to approve minutes of April 27, 2020, seconded by (Doyle), all in favor. Roll call as follows:

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

Review & Action:

Preliminary FY21 budget:

Hold until May 26, 2020 meeting

Resignation of interim Treasurer-Collector:

A sincere thank you to S. Ashleigh for her quick response in stepping up to help the town while still holding a full time position in Barre. Unfortunately the work load has been too much and she has resigned.

Discussion of new appointment for Treasurer-Collector:

The current Assistant Treasurer-Collector D. Waterman is willing to take over the interim Treasurer-Collector position until the town can get through the current State of Emergency and post the full time position. This will allow the office to continue running as efficiently as possible.

Motion: by (Doyle) move to appoint Dionne Waterman to the Interim Treasurer-Collector position for the duration of FY20 and revisit before July 1 of 2021, seconded by (Haley), all in favor. Roll call as follows;

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

Discussion of temporary Assistant to Treasurer-Collector:

Sue Hilker former Tax Collector has offered to help the town as the Assistant Treasurer-Collector. The current Governor's orders may allow for retirees to return to work during this time. She will contact Hampden County retirement Board to see if it is even possible. S. Ashleigh and D. Waterman have been working together on Fridays and will continue working a dual role until Ashleigh leaves. Waterman's hours have already bumped up to full time. Let the minutes reflect that any future changes will be negotiated.

7:00 p.m. Public Access

None

COVID-19 update:

The Board of Health will be meeting again tomorrow evening. (McCarthy) asked if there were any concern or questions. (Doyle) suggested that after discussions at last Thursday's meeting would it make sense to have the Emergency Management Director take care of supplies in the shelter since he has been making the requests for PPE. (Olszta) agreed that by statute that during an emergency the Emergency Management Director should be the point person. (McCarthy) also agreed everyone should be working together but the Director should be in charge. He will bring up the discussion at the BOH meeting.

Town Clerk, B. Sullivan is looking for legal opinion from Town Counsel on the town not being able to set caucus or election dates, but are working on getting it resolved and are doing its due diligence. He would like to send this in writing to Town

Counsel. (McCarthy) stated that Todd Smola is already working with KP Law on a resolution. The board felt the town is already doing its due diligence. Town Clerk asked that the board make a motion not to follow his recommendations.

Motion: by (McCarthy) move to not follow the recommendations of the Town Clerk in seeking legal opinion addressing postponement of the ATM and elections, seconded by (Doyle), all in favor. Roll call as follows;

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

(Shea) Would like the town's website front page to show this information more visably. It needs to get bumped back up to the top.

Acting Fire Chief: Contois is having good response from MEMA with PPE and face shields. They are addressing elections but not town openings.

(McCarthy) suggested the high school auditorium as a possible location for the caucus and elections. As well as the Elementary School for drive through voting or just absentee ballots. B. Sullivan will approach a flea market field owner for potential use of a pavilion with a loud speaker for the caucus.

It is unlikely that the Memorial Day parade will take place if the school band, chorus and scouts don't attend. (Olszta) agreed and thought it ought not happen. With other towns closing events it makes Brimfield look negligent.

Motion: by (Doyle) move to cancel the Memorial Day parade, seconded by (Haley), all in favor. Roll call as follows;

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

Flea Market field owners are still awaiting a decision on whether the July market will happen. A decision earlier than mid-June may help the vendors. Most B & B's are not hosting in July. After the May 18th opening of the State the board will decide if a meeting with the field owners is necessary. If the State does not open there will be no grounds for discussion. (Olszta) remarked that even when the State reaches Phase II which is with strict conditions, it still won't allow for gatherings of 20-30,000 people. Phase III will loosen more restrictions. More discussions on supplies and having one department do the ordering and whether it should be the BOH or the EM Director since he is having more luck with orders.

(Haley) has 2 large containers of sanitizers will be donating to the Sr. Center. E. Pittsinger, Sr. Center Director thanked everyone and is sorry if her requests for supplies has caused a ruckus. She is dealing with some of the most vulnerable residents and will need an ongoing supply. Contois voiced not having a problem being the point person for supplies and distribution to all departments. He has the resources and supply chains and can work with C. Camerota to place orders. Mention was made that his position as Emergency Management Director and all the time he has spent is without compensation. He responded that he is managing what he can while at the Fire Department.

Discussion of laptops for town departments:

The new normal may be working remotely at times and virtual meetings. (Doyle) would like to make sure the BOH and BOS Admins are able to conduct meetings during the COVID-19 as easily as possible. (McCarthy) will look at the budget.

Annual Common Victualler Licenses:

Motion: by (Haley) move to approve Annual Common Victualler license for West Wind Farm, M. Doyle, Brimfield, MA seconded by (Olszta), all in favor. (Doyle) abstain. Roll call as follows:

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

Motion: by (Doyle) move to approve Annual Common Victualler licenses for Red River Farm, J. Towlson, W. Brookfield, MA, F. Ferrentino, Francesco's Restaurant, Brimfield, MA, C. Engelmann, Maple Craft Foods, Sandy Hook, CT, seconded by (Haley), all in favor. Roll call as follows:

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

Motion: by (Doyle) move to approve Annual Owner Operator License for F. Ferrentino, Francesco's Restaurant, Brimfield, MA, seconded by (Haley), all in favor. Roll call as follows:

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

Old Business:

The board discussed different virtual meeting platforms and functions they allowed for. Hold

Annual Town Meeting location and elections:

Next agenda.

New Business:

Fiber has been installed at the Public Safety Complex. Cost was less than anticipated. When final all town buildings will have high speed internet.

PVPC feasibility study for the Sr. Center members should have an update. Members include R. Olszta, E. Pittsinger, M. Doyle and B. Cantel

Furniture ordered for the Police dept. will be canceled and needs to be reordered since the factory has closed. This will delay their move to the new facility.

(Doyle) reported that personnel policy has been sent to KP Law for final review.

Office Matters: Mail

Adjourn:

Motion: by (Olszta) move to adjourn at 7:53 p.m., seconded by (Doyle), all in favor.

Roll call as follows:

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

Upcoming Meetings: May 26, 2020

Respectfully Submitted:

Carol Camerota

Transcribed by: Carol Camerota

ACCEPTED: *Paul McCarthy* DATE: *5-26-20*

Documents Utilized for this meeting

MATERIALS FOR BACKGROUND AND REFERENCE

1. Minutes of April 27, 2020