

Town of Brimfield  
Board of Selectmen  
Meeting Minutes – June 15, 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](http://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: 382 902 443#

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

Call to order (McCarthy) @ 6:33 p.m.

**Minutes:**

Review & approve minutes for June 8, 2020.

**Motion:** by (Doyle) move to approve minutes of June 8, 2020 as written, seconded by (Haley), all in favor. Roll call as follows:  
(Doyle)-Yes (Haley)-Yes (McCarthy)-Yes (Shea)-Yes

**Review & Action:**

COVID-19 update:

No new cases for the town have been reported.

Temp outdoor seating request: Apple Barn Café, Palmer Road:

The Selectmen already decided at the last meetings to follow States guidelines and expedite the process for approving outdoor seating. The Board of Health wanted to

review the current applicate at tomorrow night's meeting before approval. (Doyle) thought it wise to have Fire and Police involved.

S. Collins, owner of Apple Barn Café said the order from the State was on June 1<sup>st</sup> and it has now been 3 weeks.

**Motion:** by (McCarthy) move to accept the application as submitted for outdoor seating for Apple Barn Café on Palmer Road, seconded by (Shea), all in favor.

Roll call as follows; (Doyle)-Abstain (Haley)-Yes (McCarthy)-Yes (Shea)-Yes  
Regulations say licenses can be approved immediately by Local Licensing Authority which is the Selectmen. No need to go through other boards.

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

Award FY21 Highway bids:

Hold for further information.

FY21 Insurance renewal for workers comp and property and casualty:

Discussion on the pollution rider, deductible and whether to keep it. Terrorism and what is considered terrorism. Hold until June 22<sup>nd</sup> meeting to review numbers.

Police reappointments:

Chief Kuss has requested a list of officers for appointment.

**Motion:** by (Doyle) move to appoint to the Police Department for FY21

Lieutenant of Police, William J. Beaudry and Patrol Officers, Todd Canedy, Curtis Sampson – Benefited Officer, Daniel Fagan, John Pajak, Nicholas Demetron,

Joseph Cecchi, Ryan Olszta – Benefited Officer, Nelson Ramos, Justin Donahue,

Paul Bouchard, Christopher Ryan, Robert Mucha, seconded by (Haley), all in favor.

Roll call as follows; (Doyle)-Yes (Haley)-Yes (McCarthy)-Yes (Shea)-Yes

Chief Kuss has also requested carry over of vacation time. (Doyle) suggested the policy of allowing vacation days to roll over until September be amended this year due to COVID. The board agreed and will extend to December 31, 2020 for this year only. E. Pittsinger, COA Director also agreed that she has been unable to use her time.

**Motion:** by (Doyle) move to approve carry over vacation days up to 10 until 12/31/20 for this year only, seconded by (Haley), all in favor.

Roll call as follows; (Doyle)-Yes (Haley)-Yes (McCarthy)-Yes (Shea)-Yes

**Motion:** by (Doyle) move to approve carry over vacation days up to 10 for Chief Kuss until 12/31/20 for this year only, seconded by (Haley), all in favor.

Roll call as follows; (Doyle)-Yes (Haley)-Yes (McCarthy)-Yes (Shea)-Yes

Treasurer-Collector interview Ad hoc Committee:

(Doyle) would like to see proceedings to choose a full time Treasurer-Collector move as quickly as possible. The postings deadline is June 17<sup>th</sup> or until the position is

filled. M. Arsenault; Town Accountant as well as (Doyle), (Shea) and D. Waterman have all volunteered to join the Ad Hoc Committee in reviewing and interviewing candidates. D. Waterman would not have any voting privileges since she is currently in that position. (Doyle) will reach out to Finance for an additional person.

Action Ambulance monthly report:

The board appreciated the monthly report submitted by Action Ambulance and look forward to receiving them. Final tweaks are being made on the contract. Interim, Don Contois has done a great job.

(McCarthy) advised that discussions need to begin on the Fire Chief's position and if it should be posted. More clarification will be coming from Town Counsel.

(Doyle) requested by (Olszta) not in attendance, that an executive session be on the next agenda of June 22<sup>nd</sup>.

**Old Business:**

Reminder to get reappointments or appointments into the Selectmen before the end of June. These will be done at the June 29<sup>th</sup> meeting.

Preliminary meeting to ATM:

The board agreed that 12:00 noon on June 20<sup>th</sup> would be a good time to meet with Town Counsel, Moderator, Town Clerk, Finance Committee, and Planning Board before the Annual Town Meeting at 1:00 p.m. This will be for a quick review of the budget and Warrant Articles.

Quorum requirements for the town meeting are 50 and no lower than 10%. With just the Selectmen, Finance, Town Clerk, Moderator and Town Clerk, 10% should be reached.

**Motion:** by (McCarthy) move that in the event failure to have a quorum according to the bylaws is not met, but 25 registered voters are present it will proceed, seconded by (Doyle), all in favor. Roll call as follows:

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

Details for safety protocols such as masks and social distancing at the town meeting will be posted on the website.

**New Business:**

Laptop for Shared Clerk / ZBA Clerk:

The Shared Clerk who is also the ZBA Clerk does not have a laptop or desktop to use and a personal computer is being used. Funds are left in the ZBA expense but not enough to cover completely. Discussion on the inability to conduct business during COVID and virtual meetings.

Accountant briefed the board on both running through expenditures and overdrawing at the end of the year which will reduce free cash for FY22 or setting up a COVID account specifically for expenses during this time. (Doyle) feels ZBA should have budgeted for this expense. FEMA and CARES funds will cover some expenses but not all. Planning Board clerk is also using her personal computer for

work. E. Pittsinger added that her staff is also working from home during this time and could use laptops. This might be a good time to consider who is in need. (Doyle) wasn't sure it was worth the risk with the hit the municipality might take. Selectmen's admin could use a laptop with a camera for meetings and the office desktop is still running on windows 7. (McCarthy) felt that employees working from home should not be using their personal computers and boards should use their FY21 expenses to cover this need. Recommendation for BOS Admin to transition to the Shared Clerk the old Emergency Management laptop that she is using and purchase a new laptop for the Selectmen's office.

#### Highway Floors:

(Doyle) reported that the Highway Surveyor would like to get quotes for the highway floors and use the building maintenance fund. The mezzanine stairway that should have been brought up to code a few years ago has been done by an employee only costing \$500 for materials. Board was ok with quotes being sought.

#### Charter Survey:

The Public Access Coordinator wanted to send out a survey to residents on their cable experience in relation to the new contract. Board members have not looked at it yet and would like to make comments. Put on the June 22<sup>nd</sup> agenda.

#### FinCom meeting:

Finance agreed to hold on Warrant Articles for Police ATV's and a new server. With a pending gap of \$100,000 for FY21 due to COVID this will help. Building Maintenance funds will be used to reside the Highway Department so it matches the new public safety complex.

#### Building Committee:

E. Pittsinger asked if there still was a Building Committee and would like to stay on if so. Chief Kuss is still Co-Chair until the project is completed. Since it is not completed and there are other projects still in the in wings it is important that the committee continue. The siding for the Highway building will partially be paid for by safety complex funds and the remainder will come from building maintenance.

#### Adjourn

**Motion:** by (Doyle) move to adjourn at 7:52 p.m., seconded by (Shea), all in favor. Roll call as follows; (Doyle)-Yes (McCarthy)-Yes (Shea)-Yes (Haley) already left meeting.

#### Upcoming Meetings:

June 22, 2020

Respectfully Submitted:

*Carol Camerota*

Transcribed by: Carol Camerota

ACCEPTED: *Pam McC* DATE: *6-22-20*

Documents Utilized for this meeting

**MATERIALS FOR BACKGROUND AND REFERENCE**

1. Minutes of June 8, 2020
2. Outdoor seating application for Apple Barn
3. Police Department appointments
4. Chief Kuss vacation carry over
5. Action Ambulance monthly report