

Town of Brimfield
Board of Selectmen
Meeting Minutes – August 31, 2020
Brimfield Elementary School cafeteria, 22 Wales Rd and virtual

Current State of Emergency:

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 in person and 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: 839 235 894#

Members Present: Chair; Mike Doyle, Vice Chair; Paul McCarthy, Member; Carolyn Haley, Member; Suzanne Collins, Member; Ryan Olszta (absent), Recording; Admin; Carol Camerota.

Others: Police Chief Kuss, Mike Miller, Acting Fire Chief Don Contois along with family members and Fire Department members. Town Clerk; B. Sullivan

Remote list attached.

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

Condolences for Judith Sessler a lifelong resident and active member of Town Government. Her passing was on July 4th and as this news was most recently announced the bell in the Town Hall was rung in her honor.

Payroll and Warrants:

Signed by Board

Minutes:

Motion: by (McCarthy) move to approve minutes of August 17, 2020 as written, seconded by (Collins), all in favor. Roll call as follow; (Collins)-Yes (Doyle)-Yes (Haley)-Yes (McCarthy)-Yes

(Doyle) Read excerpts from Roberts Rules of Order sections relating to speaking at a meeting and length of time. Board agreed that 3 minutes was enough time for everyone.

Reports of Officers, Boards, and Standing Committees:

Phone system update:

Still awaiting a response back from Total Communications regarding a new system.

Accept resignation and appoint Fire Chief D. Contois until 6/30/23:

A resignation letter was received via email from Brendan McCarthy for his position as Fire Chief. No other response has been received since that communication.

Motion: by (McCarthy) to accept letter of resignation as written on behalf of Brendan McCarthy's giving up his position as Fire Chief, seconded by (Haley), all in favor. Roll call as follow; (Collins)-abstain (Doyle)-Yes (Haley)-Yes (McCarthy)-Yes

Motion: by (Haley) move to appoint Don Contois as Fire Chief until June 30, 2022, seconded by (McCarthy), all in favor. Roll call as follow; (Collins)-Yes (Doyle)-Yes (Haley)-Yes (McCarthy)-Yes

Contois was then sworn in by the Town Clerk and pinned by his father. (McCarthy) and (Doyle) both expressed their appreciation for Contois's outstanding leadership during this past year as he stepped in as "Acting" and during the pandemic. Members of the Fire Department were also thanked and wished well.

Parking Contract for School Dept at Highway update:

(McCarthy) informed the board that the parking contract was not complete and more will be forthcoming once school is back in session and drivers are back.

Gas Pump Contract status:

(Olszta) continues to work on getting information. He was not present. Table

Date for All Boards Meeting: September 14, 2020:

Topics for this agenda will include: Annex / Town employee on-site schedule review based on recent State guidelines, computers / technology budgeting, general budgets, time sheets: salary vs hourly, mission statements from departments, Selectmen point persons for departments and Grant Committee.

Gazebo update (only discussing logistics for meetings, not merits of project):

This project supported by the Historical Commission has the potential to reach almost \$50k. Since Planning Board is booked until October Selectmen questioned whether they should take a more active role. Planning Board should review planting for light mitigation. Discussion of what the costs will be and timing of placing the gazebo while including light mitigation. If funds do not come from the State as B. Corry previously indicated, then what would the plan be. Selectmen will need to sign the building permit as overseers of the common. Brimfield Community Partnership as a nonprofit could fund raise. (Haley) was not in favor of a "Go Fund Me" for this project. (Doyle) will check back with Historical.

7:00 p.m. Public Access

M. Miller approached the board on behalf of the Town Clerk. Additional hours are being put in during the numerous Election and Primary proceedings and early voting mandated by the State. He is aware he is elected but is also working over his 18 hour per week schedule. (Doyle) spoke with Finance and the Town Clerk is salaried. Board suggested he request an increase for next year.

Motion: by (Haley) take no action. During this pandemic many employees have been over extended. Seconded by (McCarthy), all in favor. Roll call as follow; (Collins)-Yes (Doyle)-Yes (Haley)-Yes (McCarthy)-Yes

Miller also informed the board that the new public safety complex is pretty much open and insurance needs to be in place ASAP. A few questions for Berry Insurance will be answered by M. Bulso.

Selectmen focus areas:

Board went over a list of departments and committees and chose areas of interest. Liaison or point person list will be announced at the all boards meeting.

Response to CC re: Webber Road Marijuana Dispensary License:

Board reviewed the approved Webber Road Marijuana Dispensary license with the State. Clarification is needed for the % of ownership before signing.

Motion: by (McCarthy) move for Chair to sign license after questions are answered, seconded by (Haley), all in favor. Roll call as follow; (Collins)-Yes (Doyle)-Yes (Haley)-Yes (McCarthy)-Yes

Unfinished Business and General Orders:

ADA/ Building needs at Town Hall status and front porch repairs:

Building Commissioner not on the call. Table until all board's meeting 9/14/20.

Reports of Special Committees:

Sr. Center study:

E. Pittsinger informed the Board that 10 applicants were reviewed. All Committee members agreed to go with Clark and Green who are currently renovating Brookfield's old town hall for a Sr. Center. Second and third choice were DRA and EDM. The best location for a new Sr. Center would be on Holland Road or the old Town Hall. A survey will go out to residents and/or sr. citizens.

(Haley) reported that the Assessor's voted not to exercise their right of first refusal for the old Spfld Boys Club property on Sturbridge Road. There wasn't enough land for it to be beneficial to the town. The buyer was being overly cautious and may not have even had to go through this process.

Motion: by (Haley) move to not exercise the right of first refusal for 145 Sturbridge Road & Rear Sturbridge Road Map 14, Block A, Lot 11 & Map 14, Block A, Lot 34, seconded by (Collins), all in favor. Roll call as follow; (Collins)-Yes (Doyle)-Yes (Haley)-Yes (McCarthy)-Yes

Personnel Policy final review:

(Doyle) accepted all the change from town counsel and would like to table new items including the welcome and mission statement. (Collins) would like to keep the welcome and mission statement.

Motion: by (Collins) move to include the welcome and mission statement in the personnel policy. (Haley) would like to shorten it even further. Table.

Job descriptions are needed from department heads. The board continued to review the policy and town counsel's comments.

(Haley) left meeting at 9:16 p.m.

Changes will be made and sent out to board members again for review.

Special Orders:

Appointments:

Town Counsel has advised that there would be a conflict having owner operators on the flea market advisory board but disclosures would be accepted, however the bylaw can be changed at next year's annual town meeting. (Collins) will check back in the old bylaws for information.

K. Ververidis rescinded her request to be on the board before tonight's meeting. The board will not accept Lee Adams request at this time.

Unfinished Business and General Orders:

Discharge of Lien: PVPC Tri Town – 58 Warren Road:

Motion: by (McCarthy) to accept the discharge of lien from PVPC for 58 Warren Road, seconded by (Collins), all in favor. Roll call as follow; (Collins)-Yes (Doyle)-Yes (McCarthy)-Yes

New Business:

Cards for volunteers and/or employees:

(Collins) would like to send cards of recognition to the town gardener and custodian.

Office Matters & Mail:

Highway - Sign State reimbursement project requests: Dearth Hill & East Hill:

Board signed project requests for Dearth Hill Rd. and East Hill Rd.

Town owned property on Dearth Hill Rd. has been cleaned up by the Highway Dept. Concern about whether the foundation should be removed.

Amazon account for town departments & consider PRIME:

Board Ok'd paying for PRIME with the Amazon account in order to get free shipping. This will pay for itself within the first few orders.

Highway Flooring:

The floors at the Highway garage office, breakroom, hallway and Surveyor's office are in need of replacement. Extra flooring from the public safety complex will also be used.

Motion: by (McCarthy) move to approve 2 quotes from Caron's House of Carpets for \$1,881.00 and \$3,256.64 for the Highway Dept. from the Building Maintenance account, seconded by (Collins), all in favor. Roll call as follow; (Collins)-Yes (Doyle)-Yes (McCarthy)-Yes

Copier contract:

Motion: by (McCarthy) move to sign only a one year contract with Ricoh for the copier in the conference room for \$513, seconded by (Collins), all in favor. Roll call as follow; (Collins)-Yes (Doyle)-Yes (McCarthy)-Yes

Adjourn:

Motion: by (Collins) move to adjourn meeting at 9:52 p.m., seconded by (McCarthy), all in favor. Roll call as follow; (Collins)-Yes (Doyle)-Yes (McCarthy)-Yes

Upcoming Meetings: September 14, 2020 6:30 p.m. *(All Boards Meeting @ 7:00 p.m.)*

Respectfully Submitted:

Carol Camerota

Transcribed by: Carol Camerota

ACCEPTED: *MLZ* DATE: *9/14/2020*

Documents Utilized for this meeting

MATERIALS FOR BACKGROUND AND REFERENCE

1. Minutes of August 17, 2020
2. Town Clerk additional hours
3. Discharge of Lien for 58 Warren Road
4. Amazon PRIME amount
5. Flooring quotes