

Town of Brimfield  
Board of Selectmen  
Meeting Minutes – September 14, 2020  
21 Main Street 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](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](tel:+15083873549) United States, Worcester (Toll)

Conference ID: 228 767 118#

**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, ZBA; Harold Leaming, Accountant; Marie Arsenault, Town Clerk; Bob Sullivan, Treasurer-Collector; Sharon Ashleigh  
Remote list attached.

Call to order (Doyle) @ 6:32 p.m.

**Payroll and Warrants:**

Signed by Board

**Minutes:**

Review & approve minutes of August 31, 2020.

**Motion:** by (Haley) move to approve minutes of August 31, 2020 as written, seconded by (Collins), all in favor.

**Reports of Officers, Boards, and Standing Committees:**

Phone system update:

(Doyle) reported that his contact at Total Communications had been on vacation and no quote has been received. As soon as he does he will call an emergency meeting to approve. Library Director, R. Wells continues to have problems with their phones as do other departments.

Parking Contract for School Dept at Highway update:

No update yet on the parking situation at the Highway Dept. since school hasn't started yet. Highway has cleared up some more space. This has been an unusual year. (Collins) brought up the size of the tight tank at the garage which is used for washing vehicles. Leaming responded that it would be to code and most likely a 3,000 gal. tank.

Gas Pump Contract status:  
No update

**6:45 p.m.**

**All Boards Meeting:**

Selectmen focus areas:

A point person for departments and boards was read off and will be emailed to everyone. If concerns or issues come up particular board members will be available to handle.

Annex/ Town employee on-site schedule review based on recent State guidelines:

D. Costa, Board of Health chair reminded everyone that the virus is still very active and spiked in Monson. Employees should be protected and continue social distancing and wearing masks. Brimfield has 5 new cases. All agreed that a reasonable accommodation would be to have employees return half time and sign in and out. Discussion of a sign placed on the ramp with department hours and phone numbers.

(Collins) said this has been discussed at numerous meetings and a date should be set. BOH will be meeting tomorrow night and can review scheduling further. Departments should have their hours by Friday and update the website and give a copy to cable. R. deBruyn asked to have conference room protocols posted also.

Computers/ Technology budgeting:

Departments are responsible for using their own expense line items for IT upgrades with approval by Tantasqua IT. ZBA should speak with S. Rich from Tantasqua about their needs. (McCarthy) added that some of the CARES ACT funds may cover costs incurred if COVID related.

B. Sullivan suggested to the board that the town have a bylaw about procedures and purchase for IT and backups. Town bylaws have not been reviewed fully for over 30 years. Selectmen should appoint a bylaw review committee. Table until next agenda.

Phones:

The phones continue to not ring, receive messages or people can't hear you. It's become a serious problem and needs to be fixed soon. Staying with Total Communications who is a Mitel partner will help keep the cost down keeping the same equipment with another system.

General budgets:

Finance Chair, Mike Moloney is reminding everyone that preliminary budgets will be sent out mid-November. If any department has big ticket items or change in pay they need to see Selectmen first.

Time sheets – salary vs hourly:

Employees should be compensated fairly but the town should also be protected. Time sheets should be filled out completely and included if vacation or sick time has been used. Department heads should be reviewing and not just having their name stamped.

Mission statements:

All boards should have a mission statement that is on the website. Should be simple and is requested as part of the annual report. ZBA and COA already have them and will forward on

Grant Committee:

(Collins) is interested and will look into the newest Grants to come out for Housing Choice Small Town and an IT Grant – Community Compact. (Doyle) would like to close the All Boards portion of the meeting and continue with Grants.

M. Arsenault wanted to first review the COVID spreadsheet for expenditures. (Doyle) was concerned that the amount was over \$40,000. Arsenault informed the board that FEMA may reimburse up to 75% for FY20 and the CARES ACT grants funds also came in for \$12,000. 2 additional grants came through for \$4,000 and \$5,000 which covered hours for the Health Agent. (Doyle) questioned home office supplies. D. Contois will file the FEMA and MEMA grants for FY21.

*All Boards ended at 7:45 p.m.*

(Collins) would like to know how to proceed with grants and would like to work with Bob Sullivan. (Doyle) mentioned that many upgrades were made last year to the server and equipment through the Community Compact grant (McCarthy) secured. The housing grant could help with access to the library. R. Wells has applied for and ADA grant for the past 3 years. Funds have already been set aside for paving a driveway to the back of the library so the ground level door could be used. If attempts were made to upgrade the bathroom then the septic system would need to be replaced.

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

**Reports of Special Committees:**

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

(Doyle) met on the common with several residents to see where the gazebo could be placed. The gazebo itself is over \$20,000. If Norcross funds are used it should go out to bid since these are public funds. Discussion of possibly seeing if Tantasqua students could build the gazebo. The Town of Brookfield has one that Tantasqua built. (Haley) felt it could move forward in phases.

Personnel Policy final review:

All have reviewed the personnel policy.

**Motion:** by (McCarthy) move to accept the personnel policy as amended. No second, no discussion. Motion failed. Next agenda.

**Special Orders:**

**Unfinished Business and General Orders:**

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

Building Commissioner not present at meeting. (Collins) would like a list of town hall and annex repairs needed. Next agenda

**New Business:**

None

**Office Matters & Mail:**

Board is in agreement of letter to be sent to licensees explaining Permit Pro and licensing being on line now.

**Adjourn:**

**Motion:** by (McCarthy) to adjourn at 8:20 p.m., seconded by (Haley), all in favor.  
Roll call as follows: (Collins)-Yes (Doyle)-Yes (Haley)-Yes (McCarthy)-Yes

**Upcoming Meetings:** September 28, 2020 6:30 p.m.

Respectfully Submitted:

*Carol Camerota*

Transcribed by: Carol Camerota

ACCEPTED: 

DATE: 9/28/2020

Documents Utilized for this meeting

**MATERIALS FOR BACKGROUND AND REFERENCE**

1. Minutes of August 31, 2020
2. Selectmen point person
3. COVID-19 expenditures
4. Letter to licensees