

Town of Brimfield
Board of Selectmen
Meeting Minutes – December 7, 2020
21 Main Street Road and Virtual

Join Microsoft Teams Meeting
Or call in (audio only)
+1 508-387-3549, United States, Worcester
Phone Conference ID: 443 219 78#

The chair of the Board or Committee should state at the beginning of the meeting that the meeting will be available online; what follows is a standard to be stated at the opening of the meeting.
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 limitations on the number of people that may gather in one place, this meeting of the Brimfield [Board of Selectmen] is being conducted via remote participation. Every effort will be made to ensure that the public can adequately access the proceedings as provided for in the Order. A reminder that persons who would like to participate in this meeting while in progress may do so by following the link on the website or calling the phone number:

Members Present: Chair; Mike Doyle, Vice Chair; Paul McCarthy, Member; Carolyn Haley, Member; Suzanne Collins, Member; Ryan Olszta, Recording; Admin; Carol Camerota
Others: D. Fagerstrom, Bob Sullivan, Harold Leaming, Police Chief Kuss
Virtual callers also in attendance

Call to order: by (Doyle) at 6:31p.m.

Mary Ryan a WWII veteran passed away last week. (Doyle) rang the bell this past Saturday for her. On December 4, William "Bud" Roberts who had been a Constable for over 25 years passed away. He was also a WWII veteran in the Army Air Corps and was on the Brimfield Police Dept for 24 years, retiring as Deputy Chief in 1989. A moment of silence. The bell will be rung again this Saturday the 12th at 11:11a.m.

Payroll and Warrants:

Signed by Board

Minutes:

Review & approve minutes of November 23, 2020.

Motion: by (Haley) move to approve minutes of November 23, 2020 as written, seconded by (McCarthy), all in favor. Roll call as follows: (Collins)-Yes (Doyle)-Yes (Haley)-Yes (McCarthy)-Yes (Olszta)-abstain

Motion: by (Haley) move to approve executive session minutes of November 23, 2020 as written, seconded by (McCarthy), all in favor. Roll call as follows: (Collins)-Yes (Doyle)-Yes (Haley)-Yes (McCarthy)-Yes (Olszta)-abstain

Reports of Officers, Boards, and Standing Committees:

Final signatures on 2021 Liquor Licenses:

Collins abstained and left meeting table.

On Premises: Francesco's Restaurant and Apple Barn Café

Retail: Brimfield Market and MK Fuel

Farmer Series Pouring: Auction Barn Innovations

2020 Liquor licenses were signed by Board.

Chapter 90 reimbursement: St. Clair Rd. & East Hill Rd:
Signed by Board

Highway – List for plowing of private roads:

(Olszta) commented that as long as the Highway Surveyor was ok with this list of private roads and residents remember it is a curiosity that they are being plowed, he was ok. (Doyle) added that the Highway Department built a modified plow to handle the roads better this year. The Highway Dept. continues going above and beyond.

Gazebo update (Administrative only, no public discussion):

(Doyle) spoke with R. Corry and although in favor of the gazebo was a little uneasy with helping out with the design. He does not want to decide what should go on the common that has been there 300 years. (Olszta) remarked that this has been a challenge since the beginning and has turned into a bigger project while continually back tracking. (Doyle) added that the ADA coordinator said bricks are not compliant. Leaming agreed that so much is involved and that it should be done right with ADA compliances while keeping the local building official involved.

6:45 p.m.

All Boards meeting: *(5 minute review for each item)*

FY22 Budgets:

Move to end

Personnel Policy & sign offs:

BOS approved a new version of personnel policy and is having employees sign off on attachments. These need to be returned to the Selectmen's office and only a few have been returned. (Olszta) suggested a deadline of 12/31. E. Pittsinger asked if her sr. tax work off people should sign. (Doyle) feels everyone that is working in any compacity for the town should be required to sign off. B. Sullivan added that the State finds an employee as anyone paid or not paid, Discussion of volunteers and possibly having a volunteer form. Unpaid board members should also sign. Personnel policy sign offs should be submitted with budgets and if not returned the department budget would be level funded.

COVID update:

BOH Chair D. Costa reported that there are currently a total of 11 active cases in town, 5 in one day. A field hospital is now open in Worcester at the DCU Center and already has 6 patients. Gov. Baker has indicated who the first recipients of Phase 1A vaccines would be for. Phase 1B is still to be decided. Brimfield's color is still gray and hasn't changed to red. The timeframe for vaccines will be determined after FDA approval. Recently the BOH members participated with Tantasqua for a general population vaccination trial. The flow went really well with 3 tents. If kids got vaccinated schools were notified. Leaming reported that CVS has 32 kiosks that will be 12' x 12' going in and are being vetted now for testing facilities and eventually vaccines.

Grants:

A number of grants are in process now. The Police Dept. just received a Grant for \$11,740 for increased enforcement with a small portion to be used for equipment and training. Fire Dept. has put in for several grants. E. Pittsinger is working on an ADA Grant for compliance in the Annex and Town Hall. Steve Rich just received a Community Compact IT Grant for \$75,000 for the data center housed in PSC for the server, firewalls and backup. One of the Sr. Tax workers is a grant writer. If anyone needs to apply, please contact Mike, Eva or Carol and they will forward you on to writer.

Open meeting Law:

Email sent from B. Sullivan with updates to the OML. Links to help towns with questions. And the new guide to the OML. Atty General has Lawyer of the Day, videos, and helpful materials. Might be a good idea for Chair persons to review from time to time. DLS has seminars and webinars. Brimfield could incentivize and manage opportunities by paying car fairs. Develop a system to cover the cost for people to find the education. (McCarthy) Executive orders from this past spring that effect the OML should be reviewed.

Budgets:

M. Moloney, Finance Committee Chair advised boards that the budget process would be a similar approach this year as in previous years. If there is an exception to the regular 2% increase the process would be to approach the BOS first and then Fincom after. This would be for any increase in service or hours. Minimum wage will go up Jan. 1st. Jan 28th will be the first fincom meeting and then every other week thereafter. Please email Fincom if you need to get on agenda.

This year Fincom would like to include other things on the 10 year Capital Plan such as IT. If any department has a need, please let Fincom know so they can plan for it. Budget sheets should go out later this week. (Doyle) clarified this is not about office laptops as they will only be looking at \$10,000 to 25,000 purchases or long term. Large purchases planned for in advance. Individual departments should cover cost of office computers and should contact Tantasqua IT when planning. Deadline for budgets will be the second week of February around the 11th. Any increases should include a letter of explanation. Personnel Policy signature pages not turned in with budget, the department will be level funded.

Board and Committee questions or concerns:

M. Shea agreed with encouraging education for members and clerks. Education should not be tied to hiring but once in a position, continuing education or seminars should be included. Should mileage or training be included in budgets? (Haley) replied that Assessors are required to attend quite a few training and education classes. McCarthy suggested clerks take notes on what the job entails for future clerks. (Doyle) adjourn all boards meeting at 7:32 p.m. He will talk to Fincom about training and budgets.

7:33 p.m. Public Access

None

ZBA printer:

(Collins) brought up a request from ZBA to purchase a printer. (Doyle) said the funds should come out of the ZBA expense account. (Collins) asked if Public Access needed approval for new equipment and cameras or only if above a certain amount. Should there be a cap before it can come to the BOS?

Leaming explained that ZBA plans need to be printed out in color and 11 x 17. ZBA board approved purchase of a printer up to \$600. (Collins) also added that the ZBA Clerk, D. Fagerstrom ended up purchasing her own laptop due to Tantasqua not returning an old laptop that they were still looking at. She needed one and purchased it with her own funds and is using it for not only ZBA but the Town Clerk and Shared Clerk. Will CARES Act cover any of these costs? (Collins) will check with the Accountant to see if this laptop can be covered. It can't be put through until round 3 of the CARES Act. Discussion revolving around whether the laptop is compliant for the town's server. Firewall, protection, windows 10, etc.

Reports of Special Committees:

Special Orders:

Unfinished Business and General Orders:

Phone system update & sign Spectrum Enterprise contract:

Getting close to having on site phone installation. Network update this weekend that will allow all phone equipment to be put in. Public Safety Complex has backup and HVAC. Fiber is now throughout the town, however PSC and HYWY are still waiting for State Police to approve the transfer. With added band with (Doyle) suggests going up to the next level of phone service with Spectrum. Fire and HYWY could help offset the cost with a fund transfer. Both depts have agreed. Board agreed. Chair will sign Spectrum contract.

Parking contract for School Dept at Highway update:

(McCarthy) Could put together something but doesn't have any numbers yet until more is known after entering into budget season. (Doyle) suggests continue fuel service and parking spaces in exchange for Tantasqua IT. This includes office space rental, internet, bay in Highway Dept., fuel, wash bay. If they have to go out and rent space it will make taxes go up. Keeping the costs down. He will put together a number.

New Business:

(Collins) asked about senior residents parking behind town hall during storms.

(Olszta) explained that the Highway Dept. needs to put snow there. Chief Kuss also spoke with the housing dept regarding this issue. There has been a conflict with getting parking lots plowed and timing of cars being moved. Accommodates the residents but not the Police Dept. E. Pittsinger added that the Sr. Van garage in that parking lot has already been hit once and needs to be kept clear in front and across from the garage so the van can get out.

(Olszta) mentioned a resident that came to him who owns a realty company and has moved. A sign needs to go back up but it is not ADA compliant and they are asking for relief. Building Commissioner denied the sign which would trigger an ADA compliancy. Previous location was not ADA compliant either. It is not a full-time business being run out of a house. Board needs more information. (Doyle) suggested going through ZBA.

Old Business:

(Collins) reported that Public Access needs new cameras. The funds are available in their account.

Motion: by (Collins) move to approve Public Access's request to purchase cameras, seconded by (Olszta), all in favor. Roll call as follows: (Collins)-Yes (Doyle)-Yes (Haley)-Yes (McCarthy)-Yes (Olszta)-Yes

Office Matters & Mail:Permit Pro:

Shared Clerk, D. Fagerstrom brought up an issue she is having with Permit Pro and needing the Zoning Officer's signature. He was unaware his signature was needed because Permit Pro wasn't sending him requests to do so. She would like to know if it is required to have the Zoning Officer sign off on every permit? Even for one day licenses should he have to sign off.

Building Commissioner/Zoning Officer: Bill Cantel responded that it was always done by paper and no notification is being received from Permit Pro. There are so many licenses and permit that come through. He felt it was important to continue to sign off giving the town control over properties and what they are proposing to do by following regulations.

Motion: by Doyle to Adjourn from open session at 8:30 p.m. and convene in **Executive**

Session: M.G.L. c.30A, Sec. 21(a) #3-To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares and adjourn meeting.
Police Officer

Upcoming Meetings: December 21, 2020 6:30 p.m.

Respectfully Submitted:

Carol Camerota
Transcribed by: Carol Camerota

ACCEPTED: _____

DATE: 12/21/2020

Documents Utilized for this meeting

MATERIALS FOR BACKGROUND AND REFERENCE

1. Meeting minutes of November 23, 2020
2. 2021 Liquor licenses
3. Plowing of private roads
4. Chapter 90 reimbursements
5. Spectrum Contract