

Town of Brimfield
Board of Selectmen
Brimfield Elementary School Library
Meeting Minutes – September 30, 2019

Present: Chair; Paul McCarthy, Vice Chair; Michele-Lee Shea, member; Carolyn Haley, member; Mike Doyle, Admin; Carol Camerota member; Ryan Olszta (absent)

Others: Treasurer-Collector; Andrea Beaudry, Accountant; Marie Arsenault, Police Chief; Charles Kuss, Fire Chief McCarthy, Dave Girouard, R. deBruyn, Carol Platenik, Mike Moloney, Ryan McNutt, Diane Woolf Sullivan, Bob Sullivan, Steve Rich, Eva Pittsinger, Lori Myers, Katie Koprowski, Harold Leaming, Kevin Moore, Rebecca Wells, Jon & Deb Fagerstrom, Bob & Charlotte Corry, Jean Sullivan, Stephanie Balis, Jenn Polesnak Custance, John Fields, Joe Venezia and others.

Cable recording: J. Bolte

Call to order:

6:30 p.m. (McCarthy)

Payroll & Warrants:

Signed by board

Minutes:

Review & approve open and executive minutes for September 16, 2019

Motion: by (Doyle) move to approve open minutes of September 16, 2019, seconded by (Shea), all in favor.

Executive Minutes amended by removing Paul Vandal who was not in attendance and adding Mike Doyle.

Motion: by (Shea) to approve executive minutes as amended, seconded by (Doyle), all in favor.

Blighted properties (con't):

The Chair spoke to starting with education and finding out what other towns have done. Other boards should be included to start the debate not just the Selectmen. Ryan McNutt, Town Manager from Palmer gave an overview of how his town has handled blighted properties. By enforcing current bylaws or changing them. While working in Fitchburg blighted properties were taken care of with HUD money received. A good place to start would be to have a property registry through the Board of Health. The mortgage holder would have a lien placed on the property commensurate to the cost of administration. It would be up to the town to determine the amount. Check to see if the town has a nuisance bylaw with fines or liens or create a bylaw through Zoning or Board of Health. Also setting up a task force made up of the Police Chief, Fire Chief, Health Inspector, Building Commissioner and Treasurer-Collector.

Another mechanism would be to record liens on vacant or abandoned buildings but bring them case by case to housing court and appoint a receiver.

Chief McCarthy had an issue with using the word "take".

The board agreed on nuisance and enforcement but did not want to name particular properties at a meeting. The existing bylaws need to be enforced.

Discussion of job qualifications of the Building/Zoning Officer and if duties should be separated. Suggestion was for concerned residents to meet with the BOH.

7:15 p.m. 8:15 p.m. All Boards meeting agenda:

The purpose of this portion of the meeting was to attempt to get cohesive interaction between boards.

(Haley) gave an overview of procedures in the Assessor's office much of which is mandated by DOR.

Treasurer-Collector reminded boards to please check invoices and account numbers when submitting payroll and Warrants.

ZBA said Cumberland Farms needs to re-apply for a variance and when that is all set construction should begin in December.

Conservation was concerned that current wetlands bylaws were not on the books. Reviewed process of applicants and meetings and encouraged board members to attend.

Planning added that they had given Cumberland a 2 year extension. Current projects were named along with a solar project in Warren with access road in Brimfield.

EEE was discussed and that there is not a second spraying planned. Code Red messages were helpful and would also be good for the ATM.

The Town Clerk reminded everyone that meeting postings, agendas and minutes need to be on My Town Government and Civic Plus website. He asked if the town had a webmaster and a computer use agreement for policies and procedures. All boards should have SOPs.

Tantasqua IT is working on implementation for needs. Since fiber went in the phones are working better. They will look at a computer use policy. It is also highly recommended that there be a computer and email password policy and no personal emails should be used for town business.

Finance urged boards to start working on their budgets before November and get them back by the end of January. Selectmen don't need to see every board unless there will be a large purchase request or rate increase.

Bylaw discussion will be held until another meeting. The next all boards meeting will be the beginning of December.

Review & Action (con't):

Building Commissioner/Zoning Officer interim:

Three applicants were received for the position of Building Commissioner/Zoning Officer. Leaming reminded the board to look for 3 standards to be met and

applicant must be a Commissioner. C. Burlingame still has not notified the State that he left nor has the Town Clerk that the town has an alternate.

Highway: approved roads and private ways for plowing and sanding:

Motion: by (Doyle) move to approve roads and private ways for plowing and sanding this coming winter season, seconded by (Shea), all in favor.

Sign Brimfield Winery & Cider Barn pouring license:

Approved license was signed by board.

Update: Community Compact Best Practices & Greens Community Grant:

None

Licensing through the Selectmen's office and Permit Pro:

Hold until future meeting

New Business:

(Doyle) would like to ring the bell in the Town Hall for the passing of any Veteran or longtime employee or volunteer. The structure of the bell tower was questioned and possibly getting a survey done.

Old Business:

Building Maintenance:

None

Office Matters:

Adjourn:

Motion: by (Shea) move to adjourn meeting at 8:57 p.m., seconded by (Doyle), all in favor.

Next Meeting:

Tuesday October 15, 2019 6:30 p.m.

Respectfully Submitted:

Carol Camerota

Transcribed by: Carol Camerota

ACCEPTED: *Paul McCoy* DATE: *10/15/19*

Documents Utilized for this meeting

MATERIALS FOR BACKGROUND AND REFERENCE

1. Open Minutes of September 16, 2019
2. Appointment letters from previous meeting
3. Winter roads
4. Brimfield Winery Permit