

Town of Brimfield  
Board of Selectmen  
Meeting Minutes – May 24, 2021

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Members Present: Chair: Mike Doyle, Vice Chair: Paul McCarthy, Member: Carolyn Haley, Member: Suzanne Collins, Member: Ryan Olszta (absent), Recording: Admin: Carol Camerota  
In person: Police Chief Kuss, Deb Fagerstrom, Conservation: Carol Platenik, Town Clerk: Bob Sullivan Lori Myers, Mike Miller, Steve Phifer  
Virtual callers also in attendance.

**Call to order:** by (Doyle) at 6:30 p.m.

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:

**Payroll and Warrants:**

Signed by board

**Minutes:**

Review & approve minutes from May 10, 2021:

**Motion:** by (Haley) move to approve minutes as written for May 10, 2021,  
Correction on town wide clean up there were 200 participants not tv's and 40 tv's picked up,  
seconded by (Collins), roll call as follows: (Collins)-Yes (Doyle)-Yes (Haley)-Yes  
(McCarthy) -Yes Motion passes.

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

May flea market overview:

(Doyle) walked through on Saturday. Both Chiefs said it went well. Had issues with tent permits not being applied for. Zoning Officer will attend next meeting regarding that.

Tent was set up at Brimfield Barn with vendors that have had permits in the past. Police questioned and were told they didn't need one but ended up paying for permit. Mr. Schultz then wrote a letter to the Police Chief saying vendors were co-owners under him and fees should be refunded.

(McCarthy) was disappointed in the response from some of the field owners regarding tents and vendor permits. Board agreed there would be no refunds for vendor permits. Consider contacting Town Counsel for clarification to the town's rules and regulations.

Zoning Officer – tent permits:

Hold until next meeting.

**Reports of Officers, Boards, and Standing Committees (con't):**

Town Clerk – Candidate's night and records access:

B. Sullivan came before the board requesting the candidate's night be a cordial affair to express their intentions for running and not a debate. He would like to have it on June 10<sup>th</sup> in the town hall and limit the audience to family members. (Haley) asked if other candidates running should be

involved. This will only be for the Selectmen's candidates in order to stay focused, since having it for all candidates would involve too many people.

E. Pittsinger COA asked if there will be any access for the public? Questions will come from the public with a deadline before noon that day through public access. Public Access will narrow down questions on the same topic. There will be no public present at the time. (Doyle) suggested having questions in ahead of time so candidates can review and prepare their responses rather than being put on the spot.

(Miller) asked with restrictions being lifted on May 29th, shouldn't the public be allowed to attend? Sullivan would like to check with BOH. (Doyle) responded that by May 29th full capacity would be allowed. Discussion on setting guidelines for the public to minimize distractions.

E. Pittsinger also asked if it would be live streamed? Yes and recorded for On Demand. Time will be **7:00 p.m. on June 10th.**

**Motion:** by (McCarthy) move to approve a candidate's night on June 10th at 7:00 p.m. in the town hall with public allowed to attend, seconded by (Haley) roll call as follows; (Collins)-Yes (Doyle)-Yes (Haley)- abstain (McCarthy) -Yes Motion passes.

#### Public records request:

Sullivan was disappointed that the recent public records request took so long. Many requests are anonymous and can be responded to by email. He has been able to speak with requestors and clarify needs which are generally easy to take care of without a need for fees. Town Clerk somehow got involved this time and suggests the individual whose department the request is being made to handle the request. As RAO (Records Access Officer) he shouldn't be in someone's office getting files, he should just be kept informed. He has learned from Town Clerk meeting trainings to keep it departmentalized.

(Doyle) found information on the Secretary of Commonwealth website that the RAO has a duty to coordinate, assist and identify, as well as be the custodian, prepare guidelines, and provide information in an electronic response. (Doyle) was offended that it was insinuated in an email that this procedure was a train wreck. The RAO should supply results to the requestor. Sullivan disagreed as long as the RAO was supervising and information is sent out.

Sullivan suggested with a multiple departmental request the Selectmen should supervise.

Police Chief explained that there was much redacting that had to be done by hand so sensitive material wasn't sent out.

Clarification was questioned on the differentiation between RAO and custodian. Sullivan replied that he was only the custodian for the Town Clerk's office. Sullivan suggested a town wide policy. When requests come in, the RAO can review with particular department and help to decipher whether the response should be electronic or paper and set a time frame reasonable with the regulations. (Doyle) agreed the town needs a lot of procedures in place. (Haley) added for the benefit of the public, this public request was very broad and covered several years, departments and a very general topic.

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

Resident from 254 Little Alum Road approached the board about a problem he has been having since his family moved in 5 years ago. Had a few issues with neighbor but resolved them. Concerns arose after he asked that the neighbors not use his pool every day. Needing to rebuild his deck because it was unsafe, he knocked it down. His neighbor then called the Building Commissioner. After the Commissioner spoke to the neighbor he then came over and told him he wasn't allowed to build the deck and has now found issues with the pool that was put in last year and gave him 30 days to rectify. He has been taking care of all the paperwork but feels like he is getting the run around with everything while trying to do what he is supposed to. Concerned that the Inspector and neighbor are making it difficult for him.

Fuel leak testing – Highway Dept.:

Failure of well test at the Highway Department. Highway Surveyor is working with Tighe and Bond engineer. Another test well will be installed.

Mosquito spraying:

BOH reported it was too late to get spot street spraying and will proceed with areal spraying. Spot spraying had to of been in place by tomorrow. Fair warning will be announced.

Memorial Day donation fund:

Requested by Bob Hitchcock's family in lieu of flowers to fund a Memorial Day donation account for ice cream for parade marchers. Board needs to approve this.

**Motion:** by (Haley) move to approve setting up a donation account for Memorial Day parade marchers to purchase ice cream or flowers, seconded by (Collins), roll call as follows: (Collins)-Yes (Doyle)-Yes (Haley)-Yes (McCarthy) -Yes Motion passes.

COA Director-Request to carry over vacation time:

E. Pittsinger spoke with Accountant and is looking to extend only FY21 vacation time, not time lost from FY20. She is asking to carry over 66 hours of vacation time. Personnel Policy allows for up to 10 days with departmental approval. Board agreed to the request.

Licenses:

Annual Common Victualler licenses:

**Motion:** by: (McCarthy) move to approve the following Annual Common Victualler Licenses for: J. Bailey – JB Catering, Monson, MA, B. Burkey – Kona Ice of Manchester, Vernon, CT, D. Pettengill – D & L Lobster, Charlestown, RI, S. Moran – Paradise BBQ and Catering, Blackstone, MA, S. Renaud, Traveling Gourmet, Northborough, MA, P. Rogers, Sturbridge Coffee House, Sturbridge, MA, N. Ciara, Jackson Effie Coffee Cabin, Princeton, MA and S. Surles, Scottie's Good Food, Poughkeepsie, NY, seconded by (Haley) roll call as follows: (Collins)-abstain (Doyle)-Yes (Haley)-Yes (McCarthy) -Yes Motion passes

Flea market Owner Operator - Black Swan meadow:

**Motion:** by (Haley) move to approve Flea Market Owner Operator License for Black Swan Meadows, 40 Palmer Road, seconded by (McCarthy), roll call as follows: (Collins)-abstain (Doyle)-Yes (Haley)-Yes (McCarthy) -Yes Motion passes

Special & One Day License:

Discussion on the permit pro process and getting Police and Fire to sign off ahead of an inspection Chief Kuss has seen application set up plans and is good with the 2 applicants.

**Motion:** by (McCarthy) move to approve Special & One day liquor licenses for J. Doldoorian – NE Motel, 30 Palmer Road and J. Hopkins – Grand Trunk, 65 Palmer Road, seconded by (Haley), roll call as follows: (Collins)-abstain (Doyle)-Yes (Haley)-Yes (McCarthy) -Yes Motion passes

Lodging House:

**Motion:** by (Haley) move to approve annual Lodging House for L. Myers, Elias Carter B & B, 8 N. Main Street, seconded by (Collins) Will hold license until Fire inspects. roll call as follows: (Collins)-Yes (Doyle)-Yes (Haley)-Yes (McCarthy) -Yes Motion passes

**Reports of Special Committees:**

**Special Orders:**

**Unfinished Business and General Orders:**

RE-visit location of Annual Town Meeting with restrictions being lifted:

With restrictions being lifted on May 29<sup>th</sup> should the location of the ATM be moved back to the town hall. Board was in agreement.

**Motion:** by (Haley) move to change the location of the Annual Town Meeting from Tantasqua High School auditorium back to the Brimfield Town Hall, 21 Main Street, seconded by (McCarthy) roll call as follows; (Collins)-Yes (Doyle)-Yes (Haley)-Yes (McCarthy) -Yes Motion passes Miller asked if the plastic on the town hall windows could be removed before the meeting. Will ask custodian. Post card reminder will be sent out to all residents.

S. Phifer - Building Dept. schedule of fees:

Building Commissioner was not present. S. Phifer came before the board to revisit discussion from the last meeting of excessive fees from the Building Department. Could the board review fee schedule? Because Brimfield is a stretch community an outside consultant needs to inspect which adds more to the cost of building. He had no problem with the salary of the Building Commissioner. The expense of building in general right now has been horrible. (Haley) mentioned that there is a formula on the bottom of the permit application. The town has approved using the ICC code but the town can alter the fee of that. Board was in agreement that the formula needs to be reviewed. The Selectmen set the fees. Rates vary from town to town. Table for all board fee meeting.

Conservation Commission -- filing fees:

C. Platenik brought a chart for board to review comparing other towns fees with Brimfield. Looking again to see if the board feels the fees were fair. She also included a newsletter on what fees could be used for. (Olszta) previously asked the number of applicants which continues to go up. Conservation Clerk has resigned with her last day being June 2<sup>nd</sup>. Discussion of sharing a clerk with another town. If position were to be changed to an agent the person should have a bachelor's degree in environmental science. But most likely that person wouldn't agree to \$17.50 hour for 15 hours. Conservation could reach out to Senator Gobi's office for guidance. (Doyle) would like to table for an all-department fee schedule meeting. Options would be to try and reclassify as an agent position or merge it into the all-board's clerk or combining into a regional position. Select board can't solve the issue but can look at what an agent position would entail. (McCarthy) questioned how many local towns have agents and thought a shared agent would be something to look into. C. Platenik will send info to the board tomorrow.

(Collins) asked when Fincom would be looking at the Shard Clerk line item. (Doyle) replied that Fincom has completed the budget. Ambulance budget is \$30,000 more than needed and would like to ask Fincom to reduce to what is needed. Final recommendations from Fincom will be available at the Annual Town Meeting.

Grants update:

Drawing of Shared Streets recently submitted reviewed by board.

(Collins) asked about trees to be taken down and the number of lights. (Haley) said they would be low voltage and speak with residents about time the lights are on. No update on Gazebo.

Network update:

Should be all set. Treasurer Collector was without network on one computer today.

Rodents:

(Collins) reported that an exterminator will be coming next week to give an estimate.

**New Business:**

(Collins) asked if there was a policy in place for emails to be disseminated to the board. Feels that not all emails are being sent to all members. C. Camerota explained the reason behind why she forwarded a particular email to other board members and not (Collins) due to it being flea market related and felt some instances should allow for the Admin to seek guidance from just the Chair before forwarding on emails. (Collins) disagreed and wants to see all emails.

**Office Matters & Mail:**

**Adjourn:**

**Motion:** by (McCarthy) move to adjourn at 8:20 p.m., seconded by (Haley) roll call as follows:  
(Collins)-Yes (Doyle)-Yes (Haley)-Yes (McCarthy)-Yes ~~(Olesza)-Yes~~ Motion passes.

*cte*

**Upcoming Meetings:**

Monday, June 7, 2021, 6:30 p.m.

Respectfully Submitted:

*Carol Camerota*

Transcribed by: Carol Camerota

ACCEPTED: *[Signature]*

DATE: *6/7/2021*

Documents Utilized for this meeting

**MATERIALS FOR BACKGROUND AND REFERENCE**

1. Minutes of May 10, 2021
2. Conservation fee request
3. Approved Licenses
4. Report from Tighe & Bond for Highway
5. Memorial Day donation fund request