

Town of Brimfield  
Board of Selectmen  
~~Brimfield Elementary School Library~~ 21 Main St. (CXC)  
Meeting Minutes – October 15, 2019

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

Others: Police Chief; Charles Kuss, Fire Chief McCarthy, Dave Girouard, Leslie Leasor, Joshua Silver and Chris Kenny

Cable recording: H. Martin

**Call to order:**

6:33 p.m. (McCarthy)

(Haley) & (Shea) will join shortly

**Payroll & Warrants:**

Signed by board

**Minutes:**

Review & approve open minutes for September 30, 2019

**Motion:** by (Doyle) move to approve open minutes of September 30, 2019, seconded by (McCarthy), all in favor. (Olszta) abstain

**Review & Action:**

Joshua Silver – Marijuana dispensary:

Joshua Silver owner of a dispensary in Williamstown and Chris Kenny potential owner of property at 275 Sturbridge Road came before the board looking to begin the process on opening a marijuana dispensary. As explained the first of 2 parts is the host community agreement and secondly to obtain a special permit through ZBA. The Selectmen can decide how much information they would like to have during this process. The plan is to redevelop this property which will include waste water and any wetland issues.

(Haley) & (Shea) joined at 6:39 p.m.

There would also be an option for the town to collect up to 6% from the host agreement and sales tax. The host agreement has to be in place before the State will approve with checks and balances along the way.

The board will receive a letter identifying the property including any security conditions along with zoning plans. Then a community outreach meeting will be planned and abutters will be notified. After that is when the town would enter into the HCA - host community agreement. The board will await the initial letter.

Parking violations: Sharry, Bailey and Rotunno:

None of the 3 persons requesting appeals were present.

**Motion:** by (Doyle) move to take no action on appeals for Sharry, Bailey or Rotunno, seconded by (Shea), all in favor. (Olszta) abstain

Review Building Commissioner applicants:

(Haley) and (Shea) along with D. Girouard and S. Mansfield interviewed 3 applicants for the Building Commissioner/Zoning Enforcement Officer position. While all 3 were highly qualified for the position the choice was unanimously in favor of William Cantell.

**Motion:** by (Haley) move to offer the position of Building Commissioner/Zoning Enforcement Officer to William Cantell, seconded by (Shea), all in favor.

Chief Kuss questioned his availability especially with the public safety project in progress. All 3 candidates would make themselves available and were in support of good communication, looking deeper into code enforcement and rearranging schedules. W. Cantell is awaiting his Commissioner certificate in the mail. The board wished to thank the other 2 applicants and the Alternate inspector who took on the extra work with short notice.

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

None

**Review & Action (con't):**

Reviewing standardizing salary structures of Inspectors:

Quick discussion on agents getting paid salary or fee based and who signs off.

Future agenda.

L. Leasor the barn inspector asked who she should report to and when will she be getting paid. By now she has usually received her first stipend. The board discussed having both the BOH and Selectmen sign off on her pay until the end of the year. Chief Kuss would like to post the second ACO position after his office is complete and running in the new complex. He also wants to include the BOH throughout this. Both ACO's would do all inspections. More discussion on whose control this position would be under. The Board of Health should continue to pay the barn inspector but for the past due payment the Selectmen will sign off and ask that the BOH do the same. L. Leasor will begin inspections tomorrow.

BOH was concerned about the Trick or Treat time with precautions for EEE.

No action will be taken now until it gets closer.

SOP for paying new employees:

No discussion

Highway: Drainage easement for Delnegro on Forest Road:

The board signed easement as recommended by Town Counsel and Highway Surveyor.

Bylaw discussion for violations:

Hold until next all boards meeting.

Have Conservation send a letter to the Selectmen outlining the violations at 45 65 Palmer Road.

Memorial bell ringing proposal:

(Doyle) has proposed to have the town hall bell rung when any military veteran or long time employee passes away. The board would like to add first responders to the list. The bell is a stationary bell and just has a gong and doesn't swing. He will also contact an engineer to evaluate for safety. This may be a great Eagle Scout project.

**Motion:** by (Doyle) move to request up to \$1,000 to be used to secure the rope in the town hall entrance inside a locked box mounted on the wall, seconded by (Haley), all in favor. (McCarthy) amend motion to reflect Norcross account to be used for funds. All in favor.

Sign annual contract for copy machine:

The Ricoh annual renewal contract was never sent. It should have been renewed in June and the same thing happened this time last year.

**Motion:** by (Doyle) move to sign contract this year and go out to bid in the spring, seconded by (Olszta), all in favor.

Chair to sign Public Disclosures for Jon and Deb Fagerstrom:

Board does not see any issues with multiple appointments held by the Fagerstroms. No disclosures were received. Will put on next agenda when they are received.

Ozolins: Request use of common for scarecrow contest:

Request withdrawn

Permit Pro and licenses through BOS:

Discussion of the Common Victualler License vs a Hawker Peddler. With more 1 day temporary events coming into town the question was raised about requiring an annual Common Vic for \$75 if the vendor won't be back in town again. Generally the Common Vic is required for brick and mortar establishments that prepare food on premises and have seating, but years ago the Selectmen approved requiring it for any vendor even for the flea market. Admin. would like to get all license up in Permit Pro before the new year. Continue discussion at next meeting.

**New Business:**

Article for Municipal building/custodial/highway employee:

Hold for a future meeting.

Flea Market Owners Association meeting:

Chief Kuss attended a meeting with the flea market association. No outstanding complaints. Next meeting will be in May.

Brimfield Winery:

(Doyle) mentioned that he and several neighbors were concerned about the noise that they can hear on weekends when Brimfield Winery has an event. The Winery is in the business district and there are no regulations. (Shea) mentioned that when Planning had their hearing for Brimfield Winery only one person showed up.

**Old Business:**

Building Maintenance:

a. Parking for Library

Previously discussed but never approved was a quote for parking spaces for the Library.

**Motion:** by (Olszta) move to authorize up to \$8,500 from the Norcross account for Library parking spaces, seconded by (Doyle), all in favor.

Personnel Policy:

Hold

**Office Matters:**

Review final Chubb Police & Fire policy:

Already approved, included for informational purposes.

Mail:

ZBA will hold a public hearing for a variance for Cumberland Farm November 21<sup>st</sup> at 6PM

D. Girouard mentioned the boiler at the Elementary School looked like it needed repair. The School is responsible for their own inspections.

Admin. will be away at Procurement class: Dec.10-12th

**Adjourn**

**Motion:** by (Haley) move to adjourn at 8:20 p.m., seconded by (Shea), all in favor.

Upcoming Meetings:

October 28, 2019 6:30 p.m.

December 9, 2019 – (to include all boards meeting.

Respectfully Submitted:

*Carol Camerota*

Transcribed by: Carol Camerota

ACCEPTED: *Paul McElroy* DATE: 10/28/19

Documents Utilized for this meeting

**MATERIALS FOR BACKGROUND AND REFERENCE**

1. Open Minutes of October 15, 2019
2. Email from Joshua Silver
3. Parking violations
4. Building Commissioner applicants
5. Email re: SOP for paying new employees
6. Drainage easement
7. Memorial bell ringing
8. Ricoh contract
9. Email re: Library parking