

Board of Selectmen
May 23, 2022 Meeting Minutes

Members Present: S. Collins, P. McCarthy, M. Doyle, M. Kelly, Pat Leaming (Virtual via Phone)

Public Present: L. Goldenberg, L. Myers, G Adams, R. Smith, R. Kincaid, J. Collins, D. Fagerstrom, M. Egan

S. Collins called the meeting to order at 6:30 p.m. She asked if there were any Veterans or current members of the Military attending to lead the Pledge of Allegiance. The BOS, staff and attendees recited the Pledge. She confirmed Pat Leaming was attending via phone.

Review and Approve Minutes

S. Collins asked the members to approve the minutes for the May 16, 2022 meeting.

MOTION: M. Kelly made a motion to accept the 05/16/2022 minutes as presented.

SECOND: M. Doyle

VOTE: VOTE: All in favor.

New Business:

Lodging House License – Elias Carter House B&B

MOTION: M. Doyle made a motion to approve the license.

SECOND: P. McCarthy

VOTE: VOTE: All in favor

Historical Commission – Discuss Historical Records

Mike Defalco introduced the attendees who are on the Historical Committee. He presented information regarding the records in the Town Hall. He stated there are old historical records going back 200 years or more just sitting out in the open. He indicated the Commission was concerned since these records are not replaceable, and there are no other sources to obtain the information in these records. He acknowledged he met with the Town Clerk (Deb Fagerstrom) to put together a recommendation for preserve the Town's files and records. He went on to say there the records are not organized and there is no inventory of what is on hand. The Historical Commission put together a document and sent it to T. Cofske to disseminate to members of the BOS so they could review before the meeting. He said D. Fagerstrom gave him a tour of where the records are stored. He stated many of the problems with storing Town Records were not only for historical records but for current records as well. The Historical Commission and the Town Clerk recognized there was no plan in place for managing the town records. He said the records were in a variety of different places and there are issues with humidity and temperature control, some have mouse droppings and mold and they are not in a fireproof environment. He announced the Historical Commission created a document to address the issues with having no plan as well as to protect the documents, both historical and current. He stated the Commission thought a committee for the sole purpose of creating a strategy for the preservation, storage and organizing of the records. The Commission thought the Town Clerk should be the Chair for the Committee and it should include a member from the Historical Commission and a member from the Select Board on the committee. He went on to say; even if a BOS member was not an actual member, they could give feedback. They also thought the FD and BOH could help address the unique issues for these records. He stated the location of the records at this time is not good. He said the records are open to anyone and they want to ensure there is not easy access to them. He said the vault in in the Town Hall where the clerk's office was could house the records the clerk needs to access frequently. He stated the other vault in the Town Hall is too small to house the records but there is a vault in the school basement, which they are pursuing to see if it is an adequate space to hold the records. He spoke of immediate needs, which could be addressed on a temporary basis. He added that the records that have mouse droppings should be removed from their current boxes, put into new ones, and placed in one of the locations mentioned earlier. He indicated the records with mold should be isolated and moved away from other records. He said the records should be locked up and the only people to have keys should be the Town Clerk and the Select Board's Office and there should be a log to track the records. He discussed the need for temperature and humidity controls to protect the records. He indicated these were the immediate needs but would like the Committee to develop a long-term solution where the records could be stored. He stated there has been discussions about adding on to the library but that may not happen. He

acknowledged that when there is a request for records; it may take a long time trying to find it since they are not organized. He went on to say the only cost at this time would be for archival boxes made for historical records and a device that is like the one the library has to monitor the temperature and humidity. This device will send a report to your phone on a regular basis so you will know if the records are being affected adversely by those conditions and mitigate the damage. He stated he contracted the Mass Historical Department and found they have a roving archivist and they will review records and offer suggestions to protect them.

S. Collins stated the BOS had voted on cleaning the rodent droppings and are getting rodent proof boxes. She said everyone would be asked to identify records that can be destroyed once the cleaning is complete. She stated the mold remediation is up for discussion tonight since it is a major issue.

M. Kelly suggested M. DeFalco contact the School Board to help with the questions regarding the school vault.

M. DeFalco stated he wanted to get approval from the Select Board before the Committee was formed. D. Fagerstrom asked if the Town Hall was considered for the cleaning of mouse droppings and mold remediation. S. Collins stated it was only at the Annex at this time. She asked about getting the area in the Town Hall cleaned where the records are stored before the records can be exposed to the air. D. Fagerstrom indicated someone was coming on Thursday at 10 o'clock. She stated if anyone else wanted to meet with them they are welcome.

M. Egan suggested having a Building Facilities plan, which could handle all of this under one umbrella instead of forming a committee. They could determine if they need portable storage and can wrap up all of the needs under one Building Department.

M. DeFalco stated he disagreed with that plan since the records will need to be digitized and the Historical Commission knows which records are historical and most significant. He agreed the Building Department could do the cleaning and moving but the formed committee would be able to come up with a long-term solution to protect future documents. He indicated he thought the Building Facilities could enact the plan. D. Fagerstrom said M. Egan made a good point about portable storage if the school vault is not available. M. DeFalco states there is a tendency to react but we need to have a plan in place to address this pro-actively. S. Collins asked M. Egan if he would like to be involved on the committee. He stated he believes the Town needs a Building Facilities Maintenance Department. S. Collins asked if the BOS would vote for the Historical Commission to go forward to form a plan to protect the Town Records.

MOTION: M. Kelly made a motion to approve the formation of the Committee.

M. Doyle asked for a discussion. He asked if the suggestion was at minimum, the Town Clerk, a member of the Historical Commission and member of Select Board would be on the committee so it would be a three person committee who would then have open and multiple discussions with the Building Committee, the Historical Committee and the Select Board. D. Fagerstrom stated the BOH should be involved as well. S. Collins indicated a member of the community should be involved as well. M. DeFalco stated anyone who has a vested interest in the project is welcome. M. Doyle asked if there is a limit to the number of members. M. DeFalco said there would only be five members.

S. Collins indicated there was a motion to form a "Save the Records" for five members.

SECOND: M. Doyle

VOTE: S. Collins – Aye; M. Doyle – Aye; M. Kelly – Aye; P. McCarthy – Aye; P. Leaming – Abstain

Complaint 47th 6th Street – Unregistered Vehicle

There was a complaint given to Chief Kuss regarding an unregistered vehicle. A discussion ensued on where this type of complaint was handled; by the Building Department, the Zoning Board or under the Police Department. It was determined it was to be handled by the Police Department.

Transfer \$400 from Norcross Account to Gardening Account

The BOS was asked to vote to transfer funds for the volunteer to plant the Town Gardens.

MOTION: P. McCarthy made a motion to transfer \$400 from the Norcross Account to the Gardening Account.

SECOND: M. Doyle

VOTE: All in Favor

Request for Future Appointment of Police Office

Chief Kuss presented a packet regarding staffing. He is in a process with the Town of Holland regarding an Officer and will bring a recommendation to the BOS if and when the candidate is chosen.

Discuss Status of the Animal Control Officer and Animal Barn Inspector Vacant Position(s)

Chief Kuss indicated the Animal Control Officer in Charlton might be interested in the position in Brimfield. Chief stated he will bring them to the June 7th BOS meeting. Another applicant is interested and meets all the qualifications. It was discussed that the Town could join a Consortium with three other towns to share expenses. The cost to do that would be \$9200. He said the Animal Control Officer and the Barn Inspector roles could be combined. This would also provide 24-hour response. S. Collins asked Chief Kuss to send a contract for the consortium to review.

Status of MassLive Records Request

Chief Kuss stated he is still working on it. He can turn over email portion of the request back to the Town Clerk. Chief Kuss indicated he would contact MassLive to let them know he is still working on it so they will not go back to the state. He stated he has sent them redacted information and said they wanted at least 6,000 emails. He also said they needed policy and procedures that we do not have.

Update on Town Common Sidewalk Improvements Project and Town Common Gazebo Project

M. Kelly acknowledged the project is moving along and is ahead of schedule. He said the antique lighting is coming soon and is confident there is money to complete it and use the funds by June 30.

Update on the Public Water Supply Testing for Town Hall, Town Annex and Library

S. Collins stated the drawdown of the water is being monitored to see how many gallons per minute is flowing. The engineering firm is still doing testing. The BOH is the lead on this project. S. Collins indicated the pump is not there yet. There will be one pump for the Holding Tank and one Booster Pump.

Rodent and Mold Remediation – Town Annex Building Updates – Quote for \$9,750

S. Collins stated the BOH had an air quality test done on the first floor as well as the basement and it was elevated. There is a quote of \$9,750 to remediate the mold and 2,100 for a dehumidifier to alleviate these issues. R. Kinkaid spoke to this and stated they were waiting to see if ARPA funds can be used for this purpose but in the meantime, the Building Fund could be used.

MOTION: M. Kelly made a motion to approve the money for this project.

SECOND: P. McCarthy

VOTE: S. Collins – Aye; M. Doyle – Aye; M. Kelly – Aye; P. Leaming – Abstain; P. McCarthy – Aye

S. Collins asked if anyone wanted to make a motion for an additional \$2,100 for a dehumidifier. P. McCarthy asked if it could be used elsewhere if the annex is gone. S. Collins said yes it could.

MOTION: M. Kelly make a motion to approve \$2,100 for a dehumidifier.

SECOND: P. McCarthy

VOTE: All in Favor

Discussion: The Town Accountant is looking into having the funds come from the ARPA fund. R. Kinkaid stated in the meantime that they could come from the Building Maintenance funds. He went on to say if we find out later that ARPA funds can be used, and the invoice was paid, the amount can be transferred from ARPA to the Building Maintenance Fund.

MOTION: M. Doyle made a motion to use the Building Maintenance Fund and if ARPA is OK will move from ARPA to the Building Maintenance Fund.

SECOND: M. Kelly

VOTE: All in Favor

Treasurer-Collector's Budget FY 2023

R. Kinkaid stated FinCom has unanimously approved the Treasurer's Collector's Budget for FY 2023.

M. Doyle stated he wrote an email but it did not say they lied. He apologized for the upheaval it caused. He said the Town was very fortunate to have a Treasurer and a very good Assistant. He wondered if the Assistant can be brought up and the Treasurer drop down to equal pay. He asked if one left, we want to be able to move the assistant to the Treasurer's position. He said R. Kinkaid could cut back hours and the Assistant could work more hours. S. Collins said the Treasurer/Collector save the town money. R. Kinkaid explained there were 6 employees still on the Health Insurance who should not be. He let the BOS know Fallon Health would only go back 90 days. He acknowledged Fallon was overpaid \$85,000 for FY 2022 due to this, but he did get \$30,000 back for the 90 days retroactive.

P. McCarthy asked for a clarification on the Treasurer/Collector line item. He wanted to know how that item was going to be divided if the positions become vacant in the future. There was a long discussion about how if the item was split in half and one position vacates, they may have to pay the full \$120,000 to the remaining person. P. McCarthy stated the Assistant is qualified and certified. His problem was the position was at Full time and R. Kinkaid is not certified. R. Smith stated he was not certified due to the Pandemic, and the deadline for certification is August. She indicated that he is more practical and super qualified and the Town is lucky to have him. Before they took these positions, people were put into Tax Title, which would compound what they owed. Now R. Kinkaid and R. Smith work with the residents of the Town to work out payment plans so they are getting more money in. They both need to dig in and research to make sure the information is correct. She gave an example of an \$800.00 tax bill that was put into Tax Title and how it went from \$800.00 to a lot more which did not help a resident pay the bill since they already had trouble paying the \$800.00. It also saved court costs, fees etc.

P. McCarthy said that is great but it is your job and this had no correlation with the line item they were speaking of. R. Smith stated the residents they contacted indicated they had made appointments in the past but many were broken and they were not able to set up a payment plan.

M. Kelly said it is unfortunate to say they should not be compensated for this work. They are doing an excellent job and more than demonstrated they are qualified.

MOTION: M. Kelly made a motion to approve the FY Budget 2023 Treasurer-Collector's line item.

SECOND: P. Leaming

VOTE: All in Favor

IT Maintenance Account & IT Services

T. Cofske asked if everyone received the packets she emailed. She explained there were Computer Funds of \$23,900 in the account. She spoke of reducing that amount by \$10,000 due to the exchange of services with the Town and Tantasqua School. She went on to say the phone expense is paid out of the IT Account. She stated D. Fagerstrom had a meeting with the state and a Cyber Security Analyst came out to discuss vulnerability and security. They said there are many programs we could use. A survey needs to be completed for the Town to participate. This will help to see what we have in place and what we may need. The Town Clerk (D. Fagerstrom) sent it to Tantasqua and Pat Burke to complete. She is waiting for a response from Greg Rossow. T. Cofske continued to discuss the policies and procedures of Tantasqua and the Town and none of them cover the exchange of services with Tantasqua. There is no contract but there should be. It was asked if P. Burke could write a contract for the services offered by Tantasqua in exchange for parking the buses on Town Property. A discussion took place as to how the exchange was sufficient at the time but IT needs have grown. It looks like the exchange of services was finalized due to COVID and an even trade was made just to get the services at the time.

M. Kelly asked if the procurement of services was legal as an exchange. T. Cofske stated we needed two different agreements and contracts, especially if we use more IT services than we should. There needs to be a scope of services written into these agreements and contracts. It was acknowledged that P. Burke was responsible for the day-to-day IT Ops at a cost of \$50 per computer. He gets the systems up and running but does not take care of the Infrastructure; that is Tantasqua's role. T. Cofske asked if we wanted piecemeal or all in one organization. She added the cost of IT day-to-day support is approximately \$10,000 and the ongoing Infrastructure is approximately \$15,000. She stated we would look for quotes for all of it as well as license renewals etc. IDS Communications can come in, review our systems, and report the weaknesses so we can resolve it. This would be a onetime deal.

P. McCarthy said he knew we were behind the times but there was not enough money to afford everything they needed. They used the \$25,000 to do analysis so the basics were reviewed. He indicated they worked with Tantasqua to get what was required at the time. S. Collins acknowledged that the Town of Brimfield has growing pains and currently more is required. T. Cofske asked the BOS for support or permission to ask for quotes from Tantasqua and other IT firms. There is no cost for quotes and the security portion of IT may be able to be paid for by the ARPA fund. M. Doyle stated Tantasqua would need to assist with specifications and gather all info off the computers. P. McCarthy recommended P. Burke is included to obtain information that is outside of the infrastructure.

MOTION: M. Kelly made a motion to give T. Cofske (Administrative Assistant to BOS) permission to ask for quotes.

SECOND: P. Leaming

VOTE: All in favor

Executive Session(s)

S. Collins announced the BOS was going into Executive Session and would not reconvene the meeting afterwards. She read the Mass General Law pertaining to the Executive Session.

Adjournment

MOTION: M. Kelly made a motion to adjourn the meeting.

SECOND: P. Leaming

VOTE: All in Favor

The meeting adjourned at 6:27pm.

Respectfully Submitted by Patricia A. Plasse

Approved: _____

Suzanne M. Collins, Chair

MATERIALS UTILIZED FOR BACKGROUND AND REFERENCE

1. Meeting Minutes - 05/16/2022
2. Lodging House License – Elias Carter House B&B
3. Auction Barn Innovations, LLC – Wine & Food Truck Festival June 11, 2022 & June 12, 2022 (Special One-Day Liquor License)
4. Transfer Paperwork for \$400 From Norcross Account to Town Gardening Account
5. Treasurer-Collector's FY2023 Budget