

Town of Brimfield
Board of Selectmen
Brimfield Town Hall, 21 Main Street
Meeting Minutes – February 3, 2020

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

Others: Police Chief Kuss, Treasurer-Collector; A. Beaudry, Deputy Fire Chief; Don Contois; Kathy Mulready, Sarah Fortune, Carol Patenik, Michele Restino, Jim Hopkins, Sheila Miller,

Cable recording: H. Martin

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

Payroll & Warrants:

Signed by Board

Sign FY19 Audit letter:

Management letter signed by Chair

Safety Complex borrowing:

Treasurer-Collector, A. Beaudry has another a bond anticipation note for public safety complex. Pushing rating out till the summer and rolling additional costs into borrowing. Signed by board and Town Clerk.

Minutes:

Review & approve minutes for January 21, 2020:

Motion: by (Doyle) move to approve minutes as written, seconded by (Olszta), all in favor.

Review & Action:

Cathy Mulready – Flag in front of Town Hall:

Ms. Mulready lives in Colonial Park and has concerns about no light shining on flag in front of town hall. If there is no light then it should be taken down. Solar pole light would work if strong enough. She would like it resolved before Memorial Day.

Highway: Winter General Account and winter snow wages:

Close to running in deficit. Board made note.

Conservation Budget:

Board members and clerk came to the board to ask for an increase of 52% in clerk wages and hours in order to complete administrative duties. Select board wanted to know if time requirements had changed in the past year and will they increase in the next 3 years. Is the work load too much for the clerk and board to handle in the

time given? Septics, commercial and solar projects have added to the amount of work in and out of the office. They are asking for a 5 hour increase allowing 2 full days in the office. She is currently working 5 to 15 hours and paid hourly.

Comparisons were made from benchmarking done in the FY18 showing Brimfield paying more than most towns but variables are not known such as filings and projects. Select board encouraged keeping a log of time spent, which has been done but the time it takes to keep a log takes away from work.

The number of filings from other towns can be found on line. Board questioned why the Conservation Board was not getting paid stipends. Most members have full time jobs. This is not the first time Conservation has asked for more hours.

BOS requested a job description also. Table

7:00 p.m. Public Access

None

Police Budget:

Chief Kuss brought his requests to the board showing increases in expense while adding in Animal Control line item and vehicle maintenance. No patrol car is on the budget. Would like to keep radio line item on. Asking for an increase in his hours to 32.5 per week. Department payroll includes a 2% increase and additional money to cover the cost of third phase of the plan to increase patrol hours.

3,200 calls per year, 729 calls per day. FY18 salary survey continues to show Brimfield still not up to what other towns pay. Lack of coverage and response time plays a big factor in these requests bettering the efforts for the residents.

Licenses:

Common Victualler:

Motion: by (Haley) to approve annual Common Victualler Licenses for JB Catering, Monson, MA, Black Swan Meadows, LLC, S. Mesnick, Sag Harbor, NY and Shelton's, L. Shelton, Brimfield, seconded by (Doyle) all in favor.

Motion: by (Haley) to approve annual Common Victualler for Brimfield Community Partnership, Robin Gamache, seconded (Doyle), (Olszta) abstain

Flea Market Owner Operator:

Motion: by (Haley) move to approve annual Flea Market Owner Operator Licenses for Green Acres, D. McCurdy, 9 Prospect Hill Rd., Black Swan Meadows, LLC, S. Mesnick, 40 Palmer Rd., Mahogany Ridge, M. Kelly, 1 Warren Rd., Collins Apple Barn, S. Collins, 52 Palmer Rd., May's, M. May, 10 Palmer Rd., BAC Management, L. Faxon, 35 and 71 Palmer Rd., Shelton's, L. Shelton, 34 Main Street and Central Park, P. Waite, 25 Palmer Rd., seconded by (Shea), Olszta not present

Revisit Crystal Brook, 4 Palmer Rd.:

Payments are delinquent but not 12 months. Discussion of rewriting the bylaw and the pros and cons with keeping it at one year or lessen the time. Lessening it to 6 months might not be as overwhelming to consider a payment option. Based on the

provisions the license will be approved but moving forward the Board will entertain a Bylaw Article.

Motion: to approve (Doyle) seconded by (Haley)

Letter to Grand Trunk regarding violations:

Numerous violations from Conservation have been sent to James Hopkins, owner of Grand Trunk, Palmer Road since 2008. Selectmen are considering not approving his Owner Operator License. J. Hopkins explained the reasons for taking a tree down on his property and his conversations with Conservation. He has every intention of complying with Conservation. An extensive list was given to Mr. Hopkins which he said he never received. Any outstanding violations from another Commission in town need to be addressed for the Selectmen to issue his license. The board would like the enforcement orders with Conservation resolved. He has been requested to meet with Conservation on Feb. 12th and revisit at BOS next meeting.

Selectmen's budget:

(Doyle) suggested a reserve fund transfer to pay for the Permit Pro set up. Finance suggested taking it out of the Flea Market Acct. since it generates so many licenses. C. Camerota will get the numbers for Finance and the Board at the next meeting. Table.

(Doyle) also suggested level funding the Selectmen's stipend again. A salary survey showed Brimfield as being high on the list compared to other towns that only have 3 board members. (Haley) not in favor stating that other towns have town managers and no flea market. (Doyle) also suggested instead of the increase for the members giving it to the Administrative Assistant position. If funds end up being available then Select board stipend could be increased. Board in favor.

Custodian: Discussion of a possible Warrant Article for combining the maintenance and custodial line items creating a Municipal building maintenance/custodian position. Police Chief suggested a cleaning crew to come in the public safety every other month.

Insurance: (Doyle) met with Berry Insurance to discuss FY21 numbers. Workers Comp will increase close to 44% and the General Property and Liability 6%.

Old Business:

Ambulance: S. Miller updated the board with the Ambulance budget numbers. The town's EMTs only make .75 above minimum wage and haven't had a raise since 2016. Resident cost of \$53 per person only leaves a surplus of \$213. Suggestion was to raise it to \$55 per resident. Comstar currently does the billing and insurance collection with a recapture rate of 50%. Sick pay, overtime and the number of paramedics and EMTs on was discussed with a goal of having enough coverage without paying overtime. (Doyle) will speak with DLS again and inquire about a \$250,000 Grant. Run counts were reviewed for the past 3 years. Other towns will

be contacted for costs of adding Brimfield, Holland and Wales on. Increases need to be made to the public before the ATM to justify another large increase.

Building Maintenance: One furnace quote has been received for replacement of the boiler in the town hall and the oil tank. Waiting on 2 more quotes.

Motion: by (Doyle) move to approve replacement of the boiler in the town hall up to \$8,500 including replacement of the oil tank, seconded by (Shea), all in favor.

- Invite Building Committee to the next meeting Feb. 18th.
- Email list will continue to be worked on.

Phone updates: Ongoing concerns about which numbers aren't working or emails that are not being listened to.

Personnel Policy: (Doyle) and (Olszta) will hold a meeting with department heads for further discussion.

Admin job descriptions: Continue gathering information in order to standardize admin payroll, hourly vs salary. Still waiting for responses from departments.

OML and emails: Reminder that distributing information is fine, but no discussion should take place in a group. Individually is ok but no quorum in an email.

New Business:

Office Matters:

Reminder that the Selectmen's report is needed for the annual town report.

Mail

(Doyle) would like to acknowledge Jamie Terry the BOH agent for her quick response to DEP regarding the lead issue with Cumberland Farms.

Adjourn

Motion: by (Doyle) move to adjourn at 9:45 p.m., seconded by (Olszta) all in favor.

Upcoming Meetings:

Tuesday, February 18, 2020

Respectfully Submitted:

Carol Camerota

Transcribed by: Carol Camerota

ACCEPTED: *Paul M. [Signature]* DATE: 2/18/2020

Documents Utilized for this meeting

MATERIALS FOR BACKGROUND AND REFERENCE

1. Engagement letter from Scanlon & Associates
2. Documents for Bond anticipation
3. Minutes of February 3, 2020
4. Highway: deficit in winter general and snow wages
5. Conservation budget
6. Police budget
7. Licenses