

Select Board
January 17, 2024
Meeting Minutes

Public present: T. Cofske, W. Mark, K. Moore, T. Pina, M. Egan, C. Jambora, R. Blomgren, S. Phifer, R. Corriveau, J. Freeman, J. Freeman, M. Arsenault, R. Cox, J. Ballou, M. Goodrich, J. Polesnak-Custance, J. Houatchanthara

Members present: M. Kelly, G. Adams, A. Bercovici, P. Vandal

Chair M. Kelly called the meeting to order at 5:00 pm. All in attendance stood for the Pledge of Allegiance. M. Kelly announced that the meeting is being recorded.

M. Kelly explained that items on the agenda would be shifted around to allow for the necessary parties to arrive for discussions.

Resignations

Building Committee – Kevin Moore

MOTION: G. Adams, to accept the resignation of Kevin Moore from the Building Committee.

SECOND: A. Bercovici

VOTE: ALL IN FAVOR

New Business

2024 Annual Common Victualler License:

Sophie's Coffeehouse, LLC

MOTION: G. Adams, to approve the Common Victualler license for Sophie's Coffeehouse, LLC.

SECOND: A. Bercovici

VOTE: ALL IN FAVOR

2024 Annual Flea Market Owner/Operator License:

Green Acres Antiques Shows, LLC

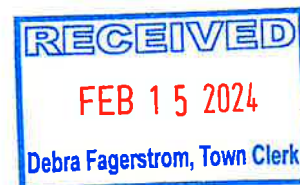
New England Motel and Antiques Show

MOTION: A. Bercovici, to approve the 2024 Owner/Operator licenses for Green Acres Antiques Shows, LLC and New England Motel and Antiques Show.

SECOND: P. Vandal

VOTE: ALL IN FAVOR

ABSTAIN: M. Kelly



Meeting Minutes January 3rd, 2024

MOTION: G. Adams, to accept the January 3rd, 2024 meeting minutes.

SECOND: A. Bercovici

VOTE: ALL IN FAVOR

Old Business

Veteran's Agent Office Space Discussion

MOTION: A. Bercovici, to share the Cemetery Commission office with the Veteran's Services Officer.

SECOND: G. Adams

DISCUSSION: P. Vandal asked why there was no discussion with Z. Lemieux. K. Moore stated Massachusetts law requires the VSO to have office space but that he would only need the office once or twice per month.

VOTE: ALL IN FAVOR

New Business

Brimfield Elementary School Gazebo Discussion

Parent-Teacher Organization (PTO) President J. Shelton explained to the Board that through fundraising the Elementary School was able to raise \$25,000 to build a gazebo at the Brimfield Elementary School. She further informed the board that nothing had worked so far in their attempt to bring the gazebo up to code, owing to unforeseen additional expenses. Clouter Farms is scheduled to pick up the gazebo and the PTO is hoping to get a 10-12' gazebo to save the cost of getting an ADA-compliant ramp. J. Shelton is requesting permission from the Board.

M. Kelly said the PTO did a great raising the money for the gazebo. He further added the gazebo is on town property and as such it is important to be very careful and the best advice would be to speak with the Building Commissioner to find out what he needs. M. Kelly asked the other Board members for their thoughts on dropping the gazebo onto the ground. A. Bercovici responded that the gazebo could be dropped if it was on crushed stone and did not believe that would impact accessibility. P. Vandal and A. Bercovici both agreed that it would be okay to place the gazebo on crushed stone. G. Adams stated he was not comfortable with the gazebo being placed on crushed stone and that the gazebo must have ADA access no matter what the size. G. Adams went on to add that, at a minimum, the Board would need to be made aware of the dimensions and materials for the gazebo and referred to the Building Inspector's email regarding building code relative to public buildings.

It was reiterated that the PTO and School Committee needed to reach out to the Building Inspector.

Discussion Of Proposed Options For Municipal Office Space with TERVA

M. Kelly informed the boards that at this time we have approximately \$40,000 between now and Town Meeting that can be used for a comprehensive look at options without a lot of drawings. T. Pina stated that the Town of Brimfield went through a request for qualifications process for owner's project manager services. It is understood that the town only has \$40,000 to work with at this time. TERVA has prepared a proposal for \$39,900 for what is considered Phase 1, to look at options for municipal office space.

A. Bercovici asked T. Pina if they would be preparing a presentation for Special Town Meeting. T. Pina affirmed that Terva would and that they have been working on the modeling to get four options prepared for either Annual Town Meeting or a Special Town Meeting, which is usually done under special town services. P. Vandal question whether the fourth option (property located on RT-20) is being considered after all of the flooding over the last two weeks. M. Kelly allowed K. Moore to speak on his discussions with the property owner. K. Moore stated that the property owner currently has a contractor trapping the beavers. He went on to say the town will issue a license to trap the beavers until February. M. Kelly informed the boards that tonight they need to officially take the Building Committee's recommendation and award the contract.

MOTION: G. Adams, to award OPM contract to TERVA for the upcoming municipal project, per the recommendation of the Building Committee.

SECOND: A. Bercovici

DISCUSSION: A. Bercovici stated the motion should include spending no more than \$40,000 and be based on the proposal provided.

VOTE: ALL IN FAVOR

AMENDED MOTION MOTION: G. Adams, to award OPM contract to TERVA for the upcoming municipal project, per the recommendation of the Building Committee while spending no more than the \$40,000 currently available.

SECOND: P. Vandal

VOTE: ALL IN FAVOR

Employee Sick Time Accrual Change

M. Arsenault gave a brief history of her tracking of town employee benefits, which began in 2017. Each town employee is tracked in an Excel spreadsheet. In 2023, two employees were overusing sick time, leading to revisions in the Excel benefit report. A letter was sent, dated December 2nd, indicating employees accrue one day per month of sick leave which is granted only to full-time employees and part-time employees working 20 or more hours per week on a continuous basis. M. Arsenault asks whether the Board would be open to appointing a member or a human resources director to oversee benefit tracking as this was not a function of the town accountant job responsibility. Treasurer M. Goodrich stated she did not have anything to add beyond hoping that going forward the town could do

something different for tracking. Going forward the treasurer and accountant will be working on an improved tracking system.

Brimfield Elementary School Gazebo Discussion, continued

J. Polesnak-Custance, chair of the School Committee, and J. Houatchanthara, facilities manager for Tantasqua, addressed the Board. The Board reiterated the need to speak with the Building Inspector. J. Polesnak-Custance enquired as to whether the Select Board wanted to see the schematics of the gazebo itself. M. Kelly responded that the Board just wants to make sure the town is protected and wants the building inspector to weigh in on it in order to move on. Furthermore, once the Building Inspector makes his recommendation, the Board will take a look at that and make their own recommendations. This will be reiterated with the Building Inspector.

G. Adams said the contractor proposed other locations to be more cost-effective and to minimize the walkway. M. Kelly stated that there is no point in accepting the gazebo on behalf of the town until all of this is worked out. G. Adams agreed to continue working with the contractor and everyone involved.

Old Business

Allowance of Former Equity Owner of Tax Possession 6A-D-5 (Map Block, Lot) to Redeem Interest in Said Property

M. Kelly inquired into the status of the property. R. Cox described the house as being in rough shape. A. Soto entered the meeting during the discussion.

MOTION: G. Adams, to allow the former equity owner to redeem their interest in the subject parcel determined by the town.

SECOND: A. Bercovici

VOTE: ALL IN FAVOR

MOTION: A. Bercovici, to waive all combined taxes and fees.

SECOND: G. Adams

DISCUSSION: A. Soto asked about the possibility of including language in the agreement to the effect that the town would recuperate funds if the property was sold within the next 3-5 years. A. Bercovici stated the Board could agree to do that. A. Soto expressed concern regarding the large sum of money to which the town would be granting tax relief. The decision was made, per the recommendation of Treasurer M. Goodrich, to table the matter pending consultation with the town's tax title attorney. No vote is made.

MOTION: A. Bercovici, to rescind the previous motion and table until the next meeting.

SECOND: A. Soto

VOTE: ALL IN FAVOR

New Business

Review Applications for Select Board Clerk Position

MOTION: A. Bercovici, to accept the application to the Select Board Clerk Position for Christopher DeFalco.

SECOND: A. Soto

DISCUSSION: P. Vandal asked why C. DeFalco was selected. A. Bercovici responded that it was because he lived in town, had worked elections, and to bring someone on who was not already working for another town board.

VOTE: A. Bercovici—I, A. Soto—I, P. Vandal—No, G. Adams—I, M. Kelly—I

Veteran's Graves Officer Recognition of Service – Richard Denniston

Veteran's Graves Officer R. Denniston was recognized for his many years of service and dedication to the town.

ADJOURNMENT

MOTION: G. Adams, to adjourn this meeting.

SECOND: A. Bercovici

VOTE: ALL IN FAVOR

The meeting adjourned at 6:20 pm.

Respectfully submitted by Christopher DeFalco

A handwritten signature in blue ink, appearing to read "Christopher DeFalco", written over a horizontal line.

MEETING MATERIALS:

- Posting 1-11-2024
- Meeting Minutes January 3rd
- Kevin Moore Resignation Letter
- Employee Benefits Hours sheets
- Select Board Clerk applications
- Tax Possession 6A-D-5 documents