

Town of Brimfield
Board of Selectmen
Brimfield Town Hall, 21 Main Street
Meeting Minutes – February 18, 2020

Members Present: Chair; Paul McCarthy, Vice Chair; Michele-Lee Shea, Member; Mike Doyle, Member; Carolyn Haley, Member; Ryan Olszta (not present at beginning of meeting), Recording; Admin; Carol Camerota
Others: Acting Fire Chief; Don Contois, Mike Miller, Mr. Shea, Police Chief ; Charles Kuss, Accountant; Marie Arsenault, Jim Hopkins, Jeremy Ferreira, Stephen Gauthier

Call to order at 6:31 p.m. by (McCarthy)

Payroll & Warrants:

Signed by board with several questions. ZBA clerk using funds from the shared clerk line item. Seems like quite a bit and back pay as well. (Doyle) will hold on signing. 15 hrs per month seems like more than required. Should only be for hours worked. C. Camerota will check minutes on whether 15 hours per month was agreed upon.

(Olszta) joined meeting at 6:36 p.m.

Discussion on this fiscal year's budget and hours which should be held to for the remainder of the year. Hours for ZBA clerk can be used but should be accountable for anything over and any additional should be requested. ZBA has begun working on reviewing the Bylaws. Budget constraints for this year should limit any extra hours. ZBA account will be used, but going forward the hours should be accounted for and not just straight 15 hours per month. Request how many hours are needed for the position. Will pay balance of ZBA account. And hold shared clerk pay until resolved.

Minutes:

Review & approve minutes for February 3, 2020

Motion: by (Haley) move to approve minutes of February 3, 2020, seconded by (Olszta), all in favor. (Doyle) abstain

Accountant: FY21 Budget

M. Arsenault submitted 2 budgets. First one includes 2% increase and second includes taking over Tri town Ambulance.

(Doyle) gave an overview of meetings he attended for Tri town. Monson was contacted and another third party company for comparison. Due to timing it will be very difficult to get a town-based Ambulance in place before the new fiscal year. Based on that the Accountant's first budget will be submitted.

Board of Registrars appointment: Hold

Review & Action:

Anna Ozolins-Lake Sherman Solitude Contract:

Not present, move to next agenda

Cumberland Farms donation check received:

(Doyle) suggested that 2019 minutes revealed that Planning Board was allowed to use the funds but unsure. Funds should be used for mitigation of light. Select board should not be making decisions about lighting and Planning Board will need to view. Site plan review at a public hearing will address these issues regarding the gazebo and light mitigation.

7:00 p.m. Public Access

None

Appoint Don Contois as Temporary Acting Fire Chief & EM Director

Motion: by (Haley) approve Don Contois as Temporary Acting Fire Chief and Emergency Management Director ~~until~~ June 30, 2020, seconded by (Doyle), all in favor.

*"upto"
CXL*

Sign Amended Fire Department appointments to include rank:

Motion: by (Doyle) to amend Fire Department appointments to include rank as follows for John H. Sherris - Support, Jim Madden - Firefighter, Frederick W. Piechota - Support, Keith R. Lachapelle - Firefighter, Paul Vandell - Firefighter Stephen Gauthier - Firefighter, Peter Whitten - Firefighter, Michael Wales - Firefighter. John T. Ogden - Firefighter, Peter J. Szarlan - Firefighter Curtis Sampson - Firefighter, Michael Rutkowski - Firefighter, James Towns - Firefighter, Michael Gonynor - Firefighter, Gordon Holstrom - Support Jacob B. Adams - Firefighter, Minh V. Pham - Firefighter, John Pollock - Firefighter, Paul Novinsky - Firefighter, Don Contois - Deputy Chief James Donovan - Captain & Fire Inspector, Seth A. Beall - Lieutenant Zachary Lemieux - Lieutenant, Joe Doldoorian - Lieutenant, and Michael Roberge - Firefighter, seconded by (Haley), all in favor.

New Fire Department appointments:

Jeremy Ferreira as Firefighter and Stephen Gauthier, Jr. as Junior Firefighter until June 30, 2020

Motion: by (Haley) move to approve Jeremy Ferreira as Firefighter and Stephen Gauthier as a Jr. Firefighter until June 30, 2020, seconded by (Olszta), Insurance coverage will be checked. Jrs are not allowed in burning buildings. It is more for training. **Motion Ammended** to include pending insurance coverage, all in favor.

EM Director Signature:

Needed on "Significant Hazard Potential EAP" for Wheeler Pond Dam.
D. Contois will submit some comments and come into the office to sign.

Appointment for Building Committee:

M. Miller gave a small history of the building committee. One of the four main members include B. McCarthy and since he has been out on leave he would like to appoint Don Contois as temporary Committee member for Fire representation.

Motion: by (Doyle) appoint Don Contois on a temp basis as Building Committee member, sec. (Haley), all in favor.

Update from Building Committee on Public Safety

Miller updated the Board that the completion date should be a week from this coming Monday. Middle of March for the wash bay.

Yes, they had a problem with the ballfield but are working on taking care of it. Parts of it might not be able to be used this year. Rec Committee will be contacted that no volunteers should be working on the field.

A joint meeting with BOS is not necessary. Most members will be done after this project. Library should be on their own. Annex has already had a lot of money put into it. Keep the \$50,000 line item going for building maintenance? Sr. Center is moving ahead on their own. Still might have \$20,000 left in building committee line item.

(McCarthy) thanked the Committee for their longevity and all their hard work.

Concerns from Electrical Inspector are being addressed by architects. Chief Kuss explained the process of design and where everything ended up. Things are protected now by temp barriers but will be repaired.

Miller wished to add a few comments expressing that when he was on the board he was able to increase Cumberland's donation to \$11,000.

People have to use the mic when speaking.

He reminded the board that he was the leading person in reducing Conservation clerk hours from 15 to 10. Ask for confirmation on why time is needed. Logs have been requested from boards.

Commend Mike and Michelle for wanting to level fund Selectmen's. The board has been increased from 3 to 5 members which should spread the work.

Chief Kuss mutual aid agreement and increase detail rates:

Police are already involved in a Mutual Aid agreement with surrounding towns but looking at a more formal agreement that will allow for a special event. Something more regional. Town Counsel, K & P was contacted several months ago and he is looking for the boards blessing on moving ahead. Board gave support.

Detail rate for outside vendors is currently \$48 hr. We are the lowest paid town. The Chief wants to treat officers fairly but it's not even attractive to get anyone. He is requesting to raise the rate to \$52 hr. This is not tax payer money, it comes from

Charter, Verizon and Natl Grid to name a few. Some include a 10% fee that comes back to the town to offset administrative costs.

Motion: by (Haley) to increase Police detail rates for outside vendors to \$52 hr, seconded by (Doyle), all in favor.

Licenses:

Common Victualler:

Motion: by (Haley) move to approve Annual Common Victualler Licenses for, Rusty Corriveau, Auction Barn Innovations, 35 Palmer Rd., Diane Sturtevant, Sturtevant's, 30 Main Street, Bruce Delucia, Del's Lemonade, Cranston, RI, Doug Pettengill, D & L Lobster, Charlestown, RI, seconded by (Olszta), all in favor.

Flea Market Owner Operator:

Motion: by (Haley) move to approve Annual Owner Operator Licenses for, Scott Tetreault, Brimfield Antique Market, Rt. 20 & Holland Rd., Lee Adams, Quaker Acres, 20 Palmer Rd., Diane Sturtevant, Sturtevant's, 30 Main Street David Schultz, Brimfield Barn, 48 Palmer Rd., Suzanne Rohrbacher, Brimfield Acres North, 74 Palmer Rd., and Rusty Corriveau, Auction Barn Innovations, 35 Palmer Rd., seconded by (Doyle), all in favor.

Revisit Grand Trunk Annual Owner Operator License

Jim Hopkins has arranged an agreement with Conservation to take care of past violations. He is submitting requested documents in order to complete his application that include an abutter agreement for use of that property during the flea market and his State promoter's license. Board appreciated the work and diligence given, application signed.

Finalize Selectmen's budget for FY21

Discussion of permit pro and where funds would come from. Flea Market account should be used to help offset the cost after looking at the number of permits issued through the Selectmen's office.

Motion: by (Haley) as part of the budget, pay the one time application fee out of the flea market account and maintenance from the BOS expense account, seconded by (Doyle), all in favor.

Motion: by (Doyle) move to approve line items on page 19 except level fund Selectmen's stipend, and increase administrative assistant line item by 4%, seconded by (Shea), all in favor. (Haley) abstain

Hold: Page 20, discussion of Police voicemails and request calls go to 3442 not the extension listed in Mitel. 4100 mailbox voicemails are lost.

(Doyle) suggested request a Mitel consultant to fix the issues.

**Forecast next year's telephone line item

Motion: by (Doyle) accept all on Page 21 except Animal Inspector salary and expense, seconded by (Olszta), all in favor.

Page 23: Hold until final numbers are in from Insurance.

Proposed Bylaw change for regarding licenses and permits:

Tentatively discussed changes regarding Airbnb. Potential bylaw wording changes that would speak to the permitting process that coincide with the State laws. Have Planning and ZBA look at the changes. Licensing and delinquent taxes discussed and having a plan in effect in order to acquire a license. (Olszta) working on porter bylaw and door to door sales. Field owners are in agreement that it's needed. Mobile sales are currently not allowed in town. Wording would have to be unique and a simple registration required.

Old Business:

Ambulance update:

Meetings underway

Building Maintenance update

a. Furnace in Town Hall will be replaced last week in Feb, first in March

Personnel policy meeting w/ dept heads

Productive meeting was held and another to follow within the next week.

Light on flag at Town Hall:

There is a light on flag now coming from a window in the attic at the town hall. If acceptable it should be hardwired. Electrical Inspector can be contacted.

New Business:

Raze account could be used for barn on St. Clair Rd. Building Commissioner is contacting Town Counsel.

Office Matters:

Mail

Motion: by (McCarthy) move to adjourn at 8:33 pm. from open session and go into **Executive Session** M.G.L. c.30A, Sec. 21(a) #1, To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or discuss the discipline or dismissal of, or complaints or charges against, a public officer, employee, staff member or individual. (Fire Chief) , seconded by (Haley), all in favor.

Roll call as follows:

(McCarthy)-Yes, (Shea)-Yes, (Doyle)-Yes, (Olszta)-Yes, (Haley)-Yes

Upcoming Meetings:

March 2, 2020 in the Annex due to early voting

Respectfully Submitted:

Carol Camerota

Transcribed by: Carol Camerota

ACCEPTED: *Paul McCarthy/CAC* DATE: *3-2-20*

Documents Utilized for this meeting

MATERIALS FOR BACKGROUND AND REFERENCE

1. Minutes of February 3, 2020
2. Accountant budget
3. Conservation update on J. Hopkins
4. Electrical Inspector concerns with Public Safety Complex
5. Approved licenses
6. Appointment letters