

Town of Brimfield
Board of Selectmen
Brimfield Town Hall, 21 Main Street
Meeting Minutes – January 21, 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, COA; E. Pittsinger, Public Access; Bob Datz

Cable recording: H. Martin

Call to order: by (McCarthy) at 6:32 p.m.

Olszta will be late

Payroll & Warrants:

Signed by board

Minutes:

Review & approve minutes for January 6, 2020:

Motion: by (Haley) move to approve minutes of January 6, 2020, seconded by (Doyle), all in favor. (Olszta) abstain (was not present at meeting on the 6th)

Review & Action:

Review Personnel Policy:

(Doyle) No responses have been received yet. He suggested a round table meeting of sub-groups made up of department heads and have town counsel present for legal questions. (Haley) mentioned that legal has already responded. Questions as to whether some items be included like DOT information.

Action: set up a dept. head meeting including 2 BOS and having town counsel's presence could expedite the process.

E. Pittsinger: Sr. Center budget:

Asking for raises for FY21. The Sr. Center serves 200-250 unduplicated visitors per month, 800-900 services provided each month and 110 van rides per month.

Outreach services provided. COA is housed at the Congregational Church as rented space with no custodial services and shared space which involves moving furniture on a daily basis. Brief mention of duties completed by Director include shopping, cooking, and clean up. She teaches a fitness class herself, does the grocery shopping with meal prep and paperwork at home after hours. She is not reimbursed for gas. Requesting a 15% raise and a 4% raise for staff. E. Sutton has been with the town for 13 years and never requested a raise while taking on an extra workload.

Pittsinger would like to purchase a software program for 5,000 with saved money from her donation account but needs \$1,200 to pay yearly maintenance. Also requesting that the line item for snow and van maintenance be rolled into her

regular expense acct. As Director she is salary based and is asking for BOS support. (Doyle) questioned how many visitors are from Brimfield. Pittsinger said 65 residents, 35 nonresident. People go to different Sr. Centers that provide what they are looking for. (McCarthy) Thanked Eva for time dedicated based on a salary of 22 hours but working 28. The new program My Senior Center will keep track of people and activities that is all hand written now. People can log on at home to sign up for services and see what is available. Many volunteers also come in and help with signups for insurance and meal prep. (Doyle) remarked that the benchmark study done in 2019 the average director salary was \$29,000. Brimfield is still behind 3 years with the increase she is asking for. BOS support her requests.

(Olszta) joined at 6:59

Age friendly certificate award: Presenting of the award could be at the Feb. 28th party from 11am-1pm. at the Sr. Center. BOS are requested to attend. (Olszta) will attend. A. Gobi and T. Smola will also be invited.

Sign Quote for elevator lift inspection:
Signed by chair

Appointments:

Rec Committee: Mike Komssi, Marie Ventimiglia, Marcie Springer and Paul Vandal until 6/30/2020.

Motion: by (Haley) move to approve Rec Committee appointments, sec. (Olszta), all in favor.

7:00 p.m. Public Access
None

ACO appointment/rabies (nominate States designation):

Chief Kuss requesting recommendation of ACO for municipality remain Kristine O'Connor for the April 1st appointment. Second position is not filled at this time. BOH can recommend L. Lesor as an animal inspector. The BOS can recommend both to the State. Animal control is different than inspector and K. O'Connor is both and can do barn inspections and rabies. Chief will advertise for a second ACO once in the new building.

Motion: to reappoint Kristine O'Connor to both ACO and nominate as animal inspector. (Doyle) suggests the 2 departments work together. Chief would like both to be barn inspectors for backup. Seconded by (Olszta), all in favor.

Use of Common:

Motion: by (Haley) move to approve Brimfield Community Partnership Easter egg hunt April 4th and Harvest Fest Sept. 26th. and Ambulance Plant sale on May 9th, seconded by (Doyle), all in favor. (Olszta) abstain from BCP

Licenses:

Common Victualler:

Motion: by (Doyle) approve M.K. Fuel, 341 Sturbridge Rd. and 4 Sturbridge Road, with same payment agreement as liquor License to be made monthly or revoke April 1st, seconded by (Shea), all in favor.

Flea Market Owner Operator:

Motion: by (Haley) move to approve Heart O the Mart, 37 Palmer Rd., NE Motel, 30 Palmer Rd. and Stephen's Place, 42 Palmer Rd. and **no action** on Crystal Brook, 4 Palmer Rd until more information on delinquencies is received, Seconded by (Olszta), all in favor. (Doyle) abstained from Heart O the Mart.

Class II & III Motor Vehicle License:

Motion: by (Olszta) move to approve Automotive Specialties, Repairs & Service, Inc., David Bell, 86 Holland Road, seconded by (Doyle), all in favor.

Retirement Party for S. Gregory:

Reminder for Board members to attend.

Old Business:

Cable equipment & Charter contract, sign ascertainment letter:

B. Datz presented the board with his final recommendations for a new Cablecast system. Board asked if the contract cover expenses moving forward. Yes, but wanted to make sure there were no gaps. Options can be added as needs arise. Inclined to go with Castus and have dealt with them on other projects. Roku can be held off for now but will allowed in the future. Castus has had a very active users group in MA towns. He has done the best research possible on this and it should take approximately 4 weeks to install. Telvue was also very good, but there may be additional costs down the road. Castus is sole source for purchasing purposes. Grant funds will be used for this purchase.

Motion: by (Doyle) move to approve purchase of Castus system as recommended by B. Datz, seconded by (Shea), all in favor.

Video on Demand should be up again around March 1st.

Chair signed ascertainment letter to Charter.

Ambulance update:

(Doyle) is still waiting on the Comstar contract and other requested documents from the Fire Chief. Table

Building Maintenance update:

Boiler in town hall has still not been repaired or replaced. Follow up with Highway and call Fountain Oil.

Phone Lines:

(Doyle) met with S. Rich from Tantasqua IT about the phone lines for the Building Dept. to find a solution. He does not want to spend any more money on the Annex. Phone problems have been a problem in the Annex with the Mitel system. The police are not getting voicemails from the 4100 number. And recently the Electrical Inspector wasn't getting his voicemails. E. Pittsinger remarked that is why the Sr. Center changed back to the old phone system.

Discussion of building priorities and putting a Warrant on the ATM for what to do with the town hall. Focus now should be on where to put the Sr. Center. BOS should meet with the Building Committee and discuss these issues and how to move forward.

IT:

(Doyle) wanted to remind everyone that all IT and computer purchases have to be approved through Tantasqua and if not they shouldn't be allowed on the network.

Blighted Properties:

Concerns about blighted properties should be brought to the attention of the Zoning Officer and Board of Health. BOS are the hearing authority if needed.

Flea Market:

A letter of noncompliance will be sent to Grand Trunk for past violations before license approval. Table.

New Business:

Office Matters:

Patriot Properties:

A quote of \$4,485.00 to set up licensing for the Board of Selectmen with an annual fee of \$2,750.00. Funds can be paid from IT or Computer line item. Possible reserve fund transfer may be needed this fiscal year.

Motion: by (Shea) move to approve moving forward with the quote from Patriot Properties for permit pro, seconded by (Olszta). Amended: pending available funds. All in favor.

Mail

Adjourn:

Motion: by (Shea) move to adjourn at 8:30 p.m., seconded by (Haley), all in favor.

Upcoming Meetings:

February 3, 2020

Respectfully Submitted:

Carol Camerota

Transcribed by: Carol Camerota

ACCEPTED: *Paul McE...*

DATE: *2/3/2020*

Documents Utilized for this meeting

MATERIALS FOR BACKGROUND AND REFERENCE

1. Minutes of January 6, 2020
2. Age Friendly email
3. Sr. Center budget
4. Appointment requests from Rec Committee
5. Use of common: Brimfield Community Partnership and Ambulance Plant sale on common
6. Garaventa Lift quote
7. License renewals
8. Public Access quotes for Cablecast systems