

Town of Brimfield
Board of Selectmen
Town Hall ~~Annex~~ – 21 Main Street
Meeting Minutes – August 5, 2019

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

Others: Accountant; M. Arsenault, Treasurer-Collector; Andrea Beaudry, Fire Chief; Brendan McCarthy, Police Lieutenant; William Beaudry, Kate and Rusty Corriveau, Attorney John Connell, James May, Mary Bulso

Cable recording: B. Datz,

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

Payroll & Warrants:
Signed by board

Minutes:
Review & approve minutes of July 22, 2019

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

Review & Action:

3. Request for appointment:

Item taken out of agenda order due to ZBA scheduled to meet at this time also.

Motion: by (Doyle) move to appoint Jon Fagerstrom to ZBA, seconded by (Olszta), all in favor.

Motion: by (Haley) move to appoint Roger deBruyn to Agricultural Commission, seconded by (Doyle), all in favor.

Treasurer-Collector: Recommendation for Assistant

Treasurer-Collector, A. Beaudry came before the board to request the boards blessing for her recommendation of Dionne Waterman as the Assistant Treasurer Collector. She comes highly recommended and is exactly what the town needs. Discussion on who needs to approve hires and appointments. Selectman are the hiring authority. The Treasurer-Collector is governed by statute with appointment approval by the Selectmen. But it's not clear about the hiring of an assistant.

Each Committee can interview individuals but the Selectmen ultimately approve. A memo should be sent to all boards stating such. The board will also look into having an application for hires.

Motion: by (McCarthy) move to accept the recommendation to hire Dionne Waterman as the Assistant Treasurer-Collector, seconded by (Doyle), all in favor.

6:45 p.m.

Public Hearing:

Brimfield Winery – Wine and Malt beverage pouring permit:

(Doyle) asked about a Farmer Series brewing permit without brewing is done. Attorney Connell responded that you can have the beer made for you and pour it under your label on the premises.

Motion: by (Olszta) move to approve a Farmer Series Pouring Permit for wine and malt to Brimfield Winery & Cider Barn, seconded by (Haley), all in favor.

7:00 p.m. Public Access

None

Hearing closed at 6:41 p.m.

Review & Action:

Shared Clerk applicants:

3 applicants were interviewed by (Doyle), (Shea) and C. Camerota for the shared clerk position. Consensus was to hire Debra Fagerstrom.

Motion: by (Shea) move to hire Debra Fagerstrom as the shared clerk, seconded by (Doyle), all in favor.

ZBA Clerk:

Motion: by (Doyle) move to hire Debra Fagerstrom for the ZBA clerk position as recommended by ZBA, seconded by (Olszta), all in favor.

Old Business:

Personnel policies:

Discussion of amending the sexual harassment and ADA discrimination policies in the personnel policy. Drafts reviewed from MMA. Complaints will go to the Board of Selectmen. (Olszta) asked if a representative or liaison should be designated either a board member, town council as HR or check into something regional. Training should be available to employees as well. MCAD recommends 3 trainings per year.

(Haley) would also like to see bullying addressed which would fall under "Code of Conduct".

Action item: (Olszta) will look into the best option without costing the town a lot of money. Hold until next meeting.

New Business:

Municipal Building Project:

Mary Bulso the project manager for the public safety complex wanted to inform the board of several important items. The project is going well in spite of a few issues this past week with the well and public water supply. Board of Health sent a letter regarding the water but the school department wasn't aware of the tie in. A form will be filled out for DEP along with testing and monitoring.

Site contractor was spoken to about damaged conduits. Everything will be repaired and in place before school begins.

The biggest issue was that the local Building Commissioner has not been available for inspections when needed. He could only come on Friday which is slowing the project down and end up costing the town more money. His back up is also not available. No cell phone or email contact is available either. Suggestions were made to find an inspector from another town ie: mutual aid.

Chief McCarthy wanted to make it clear that the tie in for water at the public safety was only for bathrooms, kitchen and drinking, and not for washing the fire trucks or filling them.

Motion: by (Doyle) move to approve and create a list of additional building inspectors to use when Brimfield's Building Commissioner is unavailable and pay out of the large project line item at a rate to be determined, seconded by (Shea), all in favor. (Doyle) will take this on.

M. Bulso also wanted the board to know her partner Lee Fagens is on site many days when she is not.

Emergency Management Director:

Chief McCarthy is interested in taking on the Emergency Management Director position temporarily since Wanda O'Connor has resigned as of August 1st. He would like her to stay on as his assistant. The town is in need of CERT team members.

Motion: by (Doyle) move to appoint Brendan McCarthy as Emergency Management Director until June 30, 2020, seconded by (Haley), all in favor.

Discussion on whether the Director can just appoint an assistant. No action.

(Olszta) made comment to the July flea market and referenced events over the past week with 2 shootings in Texas and Ohio. There should be no reason why we can't

have MEMA and CERT trained people around during the flea market. He would like an Executive Session to discuss this further. B. McCarthy added that there is no plan in place for emergencies and the town needs to be proactive in planning and preparing for future flea markets and events. The Selectmen do fall into the incident command line up.

Action item: Chief McCarthy will get a plan in place before the joint session is held with flea market field owners. The September market will have some trucks put in place for investigating.

August 11th the Fire Department will be doing a training exercise in town for Brimfield, Holland, Wales and Sturbridge.

Office Matters:

Mail: Read by board

Continue discussion re: Requested by (Doyle)

1. IT needs (general as well as below specific items)
 - a. Phones
 - b. Website
2. Building Maintenance
 - a. Maintenance Person?
 - b. Security
3. Ambulance
4. Route 20 state vs. town owned
5. School Buses/ Gas Tanks (paying and maintaining) at Public Safety/ DPW complex
6. Personnel Policy

Discussion on moving forward with Ambulance and who should attend meetings and what the time frame will be. This needs to move forward soon and contracts need to be done.

(Doyle) Finance Committee has already asked for audits. The Committee should exist of Fire and Police Chief and Selectmen.

Building Maintenance line item is overseen by the highway surveyor.

Motion: by (Haley) move to adjourn at 7:54 p.m., seconded by (Doyle), all in favor.

Upcoming Meetings:

August 19, 2019 6:30 p.m.

Respectfully Submitted:

Carol Camerota

Transcribed by: Carol Camerota

ACCEPTED: *Paul McCarty* DATE: *8-19-19*

Documents Utilized for this meeting

MATERIALS FOR BACKGROUND AND REFERENCE

1. Minutes of July 22, 2019
2. Signed appointment letters from previous meeting.
3. Appointment request from Jon Fagerstrom and Roger deBruyn
4. **ALL DOCUMENTS NOW ARCHIVED IN ONEDRIVE FOLDER**

Cecily M. Kelly