

Town of Brimfield  
Board of Selectmen  
Town Hall, 21 Main Street  
Meeting Minutes – August 7, 2017

Present: ~~Vice Chair~~; Paul McCarthy, <sup>Vice Chair</sup> member; Harold Leaming member; Michele-  
Lee Shea, member; Paul Vandal, recording; Carol Camerota,  
Chair; Michael Miller attending remotely

Others: Accountant; Marie Arsenault, Pam Engberg, COA; Eva Pittsinger

Cable recording: Bob Datz

(Leaming) called to order at 6:32 p.m. and announced that the Chair, (Miller) would be attending remotely due to geographical location.

Payroll & Warrants:  
Signed by Board

Minutes: Review and sign minutes of July 17, 2017.

(Miller) made a correction on the bottom of page 3, Motion #18-006: Amend the motion to "waive" not charge, and he was against not abstain in the vote.

Motion #18-015: by (McCarthy) move to accept minutes of July 17, 2017 as amended, seconded by (Vandal), all in favor. Roll call as follows.  
(Miller) Yes, (McCarthy) Yes, (Leaming) Yes, (Shea) Yes, (Vandal) Yes

Review & Action:  
Code Red contract:

The Code Red contract discussed at the previous meeting is ready for signatures.

Motion #18-016: by (Leaming) move to sign the Code Red contract, seconded by (McCarthy), all in favor. Roll call as follows.  
(Miller) Yes, (McCarthy) Yes, (Leaming) Yes, (Shea) Yes, (Vandal) Yes

Motion #18-017: by (Miller) move to allow the acting Chair to sign in his absence, seconded by (McCarthy), all in favor. Roll call as follows.  
(Miller) Yes, (McCarthy) Yes, (Leaming) Yes, (Shea) Yes, (Vandal) Yes

Senior Center lease agreement with Congregational Church:

The lease for the Sr. Center located at the Congregational Church is the same as last year. Rent payment in the amount of \$8,214.85 annually or \$167.65 per week for 49 weeks.

Motion #18-018: by (McCarthy) move to accept lease agreement with Congregational Church for the Senior Center, seconded by (Shea), all in favor. Roll call as follows.

(Miller) Yes, (McCarthy) Yes, (Leaming) Yes, (Shea) Yes, (Vandal) Yes

Sign new employee report form for Building Commissioner:

A State new employee form needs to be signed for the Building Commissioner. The acting chair has a conflict and would like to assign (McCarthy) to sign.

Building Commissioner's new hours:

The new Building Commissioner; Casey Burlingame would like to change his hours To Monday and Wednesday 5 pm to 7:30 pm and Friday 1 pm to 4 pm.

Motion #18-019: by (Leaming) move to accept new hours, seconded by (McCarthy), all in favor.

(Miller) understand the request was to have the clerk's hours the same as his. Need to clarify that his hours are 8 vs 9 for the clerk. Roll call as follows.

(Miller) Yes, (McCarthy) Yes, (Leaming) Yes, (Shea) Yes, (Vandal) Yes

Highway Chapter 90 project request and reimbursement request:

The board signed a Chapter 90 project request for Oakwood Road and Knollwood Road as well as a reimbursement request for Harnois Road.

Sign MEGA iCE Access Authorization form:

An iCE access authorization form needs to be signed allowing one or more individuals access to online filing and information. This will be for the worker's comp coverage through MEGA. The board would like access limited to only the positions of Administrative Assistant and Selectmen Chair.

Motion #18-020: by (Leaming) move to authorize Administrative Assistant and BOS Chair access to iCE on line for MEGA insurance, seconded by (McCarthy), all in favor. Roll call as follows.

(Miller) Yes, (McCarthy) Yes, (Leaming) Yes, (Shea) Yes, (Vandal) Yes

Friends of the Brimfield Sr. Center request for use of common:

Friends of the Brimfield Sr. Center are requesting permission to use the common on September 12<sup>th</sup> for their retro fair.

Motion #18-021: by (McCarthy) move to approve use of common on Sept. 12<sup>th</sup> for the Friends of the Brimfield Sr. Center for their retro fair, seconded by (Shea), all in favor. Roll call as follows.

(Miller) Yes, (McCarthy) Yes, (Leaming) Yes, (Shea) Yes, (Vandal) Yes

Appointments:

(Leaming) would like to hold the 5<sup>th</sup>, 8<sup>th</sup> and 10<sup>th</sup> appointments on the agenda.

Motion #18-022: by (McCarthy) move to approve the following appointments as listed for Patrick Kubala – 3 year to Finance, Gus DiMiranda – 3 year to Council on Aging, Diane DiMiranda – 3 year to Council on Aging, Maria Thomson – 3 year to Agricultural Commission, Kim Adams – 3 year – Zoning Board of Appeals, seconded by (Vandal), all in favor. Roll call as follows. (Miller) Yes, (McCarthy) Yes, (Leaming) Yes, (Shea) Yes, (Vandal) Yes

The board signed appointment letter approved at the 7/17/17 meeting for Casey Burlingame.

Motion #18-023: by (Leaming) move to increase Veteran's agent appointment for Mark Avis from a 1 year to 2 year, seconded by (Miller). No discussion, all in favor. Roll call as follows. (Miller) Yes, (McCarthy) Yes, (Leaming) Yes, (Shea) Yes, (Vandal) Yes

Pam Engberg was in attendance and asked about documentation of duties for the ZBA before being appointed for a 1 year – Clerk/Associate to ZBA. (Leaming) explained that she could look into the MGL 40A zoning code and get direction from her peers. She asked if it would be helpful to others if she created a job description. The board agreed it would be helpful and offered any assistance they could provide.

Motion #18-024: by (Leaming) move to appoint Pam Engberg a 1 year appointment as clerk/associate to ZBA, seconded by (McCarthy), all in favor. Roll call as follows. (Miller) Yes, (McCarthy) Yes, (Leaming) Yes, (Shea) Yes, (Vandal) Yes

**Old Business:**

(McCarthy) stated that he had reached out to Todd Bard of Lee Energy and did not hear back. (McCarthy) will be the point of contact and lead for Power Management.

Motion #18-025: by (Leaming) move to allow (McCarthy) to sign the Power Management letter of authorization, seconded by (Shea), all in favor. Roll call as follows. (Miller) Yes, (McCarthy) Yes, (Leaming) Yes, (Shea) Yes, (Vandal) Yes

**Old Business:**

Holland Police press release was read for a 5k walk/run to be held on September 30 to benefit Tri Town Domestic Violence Task Force.

**New Business:**

(Leaming) read a memo from Conservation regarding the Cumberland Farms site plan review.

(Miller) inquired about the "Show up Brimfield" event held last weekend. (Leaming) said due to the weather it was held inside the Town Hall and therefor did not have a lot of foot traffic.

Office Matters:

Finance will attend the next meeting to review end of year transfers.

**Public Access:**

None

Motion: #18-026: by (Leaming) move to adjourn at 7:16 p.m., seconded by (McCarthy), all in favor. Roll call as follows.  
(Miller) Yes, (McCarthy) Yes, (Leaming) Yes, (Shea) Yes, (Vandal) Yes

Upcoming Meetings:

Board of Selectmen

August 21, 2017 @ 7:00 p.m.

Respectfully Submitted:

*Carol Camerota*

Recording: Carol Camerota

ACCEPTED: *Michael J. Miller* DATE: 8-21-17

Documents Utilized for this meeting

**MATERIALS FOR BACKGROUND AND REFERENCE**

1. Meeting minutes of July 17, 2017
2. Code Red contract
3. Sr. Center lease agreement
4. New employee form for C. Burlingame
5. Building Commissioner new office hours
6. Chapter 90 project request and reimbursement request
7. iCE access authorization form for MEGA insurance
8. Request for use of common
9. Appointment letters
10. Holland Police press release
11. Site plan review memo for Cumberland Farms from ConCom