

Town of Brimfield  
Board of Selectmen  
Town Hall, 21 Main Street  
Meeting Minutes – July 17, 2017

Present: Chair; Michael Miller, member; Paul McCarthy, member; Harold Leaming member; Michele-Lee Shea, member; Paul Vandal, recording; Carol Camerota,

Others: Accountant; Marie Arsenault, Police Chief; Charles Kuss, Casey Burlingame, Assessor; Carolyn Haley, Assessor Deputy; Cynthia Poirier, Cynthia Powers, Conservation; Roger deBruyn, Town Clerk; Robert Sullivan, PVPC; Jim Mazik, Ron and Linda Weston, Sue Hilker, Vipul Shah and wife.

Cable recording: Bob Datz

6:45 p.m.

Joint with Board of Assessors – Board appointment:

(Miller) called joint meeting to order at 6:50 p.m. Roll call by Board of Assessors, Carolyn Haley, Bob Sullivan present along with Cynthia Poirier. A total of two applicants applied for the open Assessor position. Nancy Reed and Cynthia Powers. Due to having an excellent resume and having worked many hours in the Assessor's office, the board recommended Cynthia Powers. (Miller) asked C. Powers her feelings on setting the tax rate. C. Poirier responded that it was a team that includes not only the Assessors but Finance and the Accountant to set the rate. The other applicant was not present.

**Motion #18-001:** by (Leaming) move to follow the recommendation of the Board of Assessors and appoint Cynthia Powers to the open Assessors position until June 30, 2018, seconded by (McCarthy), all in favor. Roll call in favor as follows: Haley – Yes, Sullivan – Yes, Miller – Yes, McCarthy – Yes, Leaming – Yes, Shea – Yes and Vandal – Yes.

The two boards discussed setting the tax rate with DOR as soon as possible. C. Poirier explained that the Selectmen need to approve the recap on line at DOR. (Miller) would like a joint meeting in the fall so new members have a better understanding of the process.

Joint meeting adjourned at 7:01 p.m.

7:00 p.m.

(Miller) called meeting to order at 7:06 p.m.

**Payroll & Warrants:**

Payroll and Warrants were signed last week. This meeting is occurring during an off week. M. Arsenault discussed deficit spending end of year transfers. The limits have been raised. \$500 will be encumbered from the newsletter gift account to be used for a one time mailing to residents regarding vacancies on boards and committees. All agreed that electronic signatures would be beneficial and will look into it.

**Minutes:** Review and sign open and executive minutes of June 26, 2017 and minutes of June 28, 2017.

**Motion #18-002:** by (McCarthy) move to accept minutes of June 26, 2017 as written, seconded by (Leaming), all in favor.

**Motion #18-003:** by (Leaming) move to accept executive minutes of June 26, 2017 with a correction made of \$54,000 to salary for Collector rounding amount up \$200 discussed outside of meeting, seconded by (McCarthy), all in favor.

**Motion #18-004:** by (McCarthy) move to accept minute of June 28, 2017 as written, seconded by (Leaming), all in favor.

**Review & Action:**

Building Commissioner/Zoning Officer appointment:

Casey Burlingame was the only applicant for the position of Building Commissioner. (Leaming) has heard nothing but great reviews from other commissioners in surrounding communities. He has 5 different levels of certification. Currently there is a shortage of qualified inspectors in the State. This is a 1 year appointment and according to M.G.L. 143.35 the Selectmen can change this to a 3 year appointment.

**Motion #18-005:** by (Leaming) move to appoint Casey Burlingame to a 3 year appointment as Building Commissioner/Zoning Officer, seconded by (McCarthy), all in favor. (Leaming) abstain

(Miller) thanked Casey for his help during the July flea market.

DHCD with PVPC – Weston contract:

(Leaming) wished to recuse himself from the discussion and left the room. (Miller) explained the issues regarding the septic not being repaired. The Board of Health has recommended the Selectmen not sign the grant contract until the septic issue is complete.

The Weston's' expressed the fact that they needed the money to finish the septic. A breakdown of funds received was reviewed. The Building Commissioner has not held up the permit process and will not sign off either until the BOH is satisfied. Mr. Weston explained that the grant money goes to PVPC and covers the contractors' costs and does not actually come to them.

J. Mazik described the contract process and history with DHCD. The money comes from the State to the town. At this point he presented four different options for the board to vote on. Mr. Weston gave his personal history of his property and the effect the tornado had on it.

The board unanimously agreed there would be no change to the BOS motion made at a previous meeting. When the BOH is satisfied the Selectmen will sign the contract. (McCarthy) recommended them taking a collateral loan out to fix the system.

Parking ticket appeal – Vipul Shah:

V. Shah was present with his wife to appeal a parking ticket received during the May flea market. He explained that his elderly mother needed to use the restroom so he parked on Prospect Hill where he did not see any "no parking" signs. The Tax Collector denied his appeal and hung up the phone on him. S. Hilker asked if he parked in a no parking spot.

Chief Kuss added that parking signs are displayed during the flea market. His officers wrote less than 30 tickets during the 8 or 9 day period. The roadways need to stay open for emergencies. By the time the ticket is written notice has already been given to move along. This is not a money making event and a standard of no parking is the standard. Everyone has a reason why they are parked. Mr. Shah thought there were other cars that did not receive tickets that were also parked on the side of the road and he did not see the no parking signs.

Board members asked about the time frame of mailing the tickets and the fact that Mr. Vipul felt strongly enough to drive to Brimfield from Waltham.

S. Hilker apologized for hanging up but did repeat to him over the phone that the town does not have a parking clerk so she was powerless and could not do anything. If a precedence is set for why some people can park and some cannot it would create chaos.

**Motion #18-006:** by (McCarthy) for the record would like to think of the town's perspective of being a friendly community and rescind the ticket, seconded by (Leaming). (Miller) amend the motion to ~~charge~~ the \$10 late fee, no second. Original motion holds, all in favor. (Miller) ~~abstain~~ *Waive*

*against*  
*(cc)*

Conservation fee Schedule:

Roger deBruyn was present to request approval of a fee schedule for Conservation. Currently the NOI - Order of conditions is the only fee collected. There is a large amount of time required by the board members who are volunteer and the clerk. The clerk exhausts her # of hours allotted for each week. (Leaming) mentioned that all appointed boards come to the Selectmen for fee schedule approval. R. deBruyn expressed that it was not fair to the taxpayers to pay for projects other residents are doing on their property. The board argued that the fee schedule was not necessary. The clerk currently works 10 hours per week at \$16.33 an hour with a total line item of \$8,523 year. Any fees would be turned over to the town. The board was not willing to expand the fees. No motion by the board to support fees.

Land donation – Linnebrook Road:

Discussed at a previous meeting. The board is not prepared to accept this land donation. R. deBruyn said it was not an identifiable resource to the community. If it was a level lot, had water or a resource that would be helpful to the community that would be different. It would also become an added responsibility to the town. No formal vote was taken. A letter will be sent to the land owner declining.

Conservation appointment:

**Motion #18-007:** by (McCarthy) move to re appoint Roger deBruyn, Joseph Collins and Carol Platenik to the Conservation Commission until June 30, 2020, seconded by (Leaming), all in favor.

Code Red proposal:

The board discussed whether to keep the Code Red emergency notification system. Approximately 1,400 people get notifications as opposed to the 300 as originally thought. The proposal amount has been lowered to \$3,000 from \$3,500. Chief Kuss explained that it is being used for accidents or weather. The board asked if it would be detrimental if we didn't have it. There are other mechanisms such as Facebook that may reach more people. Code Red will be kept for the remainder of FY18 and revisit it next year. No action.

Chapter 90 project request for Holland East Brimfield Road:

**Motion #18-008:** by (Leaming) move to accept the Chapter 90 project request #50747 for Holland East Brimfield Road to area of #86, Brookfield Road from Cubles Road to town line, seconded by (Shea), all in favor.

Award of dump truck from Procurement Officer:

The board discussed whether an elected official could sign an award. The lowest bid received for a 2016 F550 at \$57,842 needed to be accepted by July 5<sup>th</sup> in order to receive an additional savings of \$3,150. The Procurement Officer and Highway

Surveyor, after conferring with the BOS Chair decided to proceed with the award keeping the town's best interest in mind. Final price was \$54,692 from Place Motors in Webster, MA

Sign vendor certification form for Thames River payment:

The board approved the chair signing the Thames River payment form.

ZBA Associate / Clerk appointment-Pam Engberg until June 30, 2018:

Applicant was not present. Table until August 7<sup>th</sup> meeting.

Vacation carry over for Rebecca Wells and Cynthia Martin:

**Motion #18-009:** by (Leaming) move to approve Rebecca Wells and Cynthia Martin from the Library carrying over vacation time from FY17, seconded by (McCarthy), all in favor.

C. Camerota reappointment:

**Motion #18-010:** by (Leaming) move to reappoint Carol Camerota as Admin to BOS, Chief Procurement Officer and Town Accountant Clerk until June 30, 2020, seconded by (McCarthy), all in favor.

Vote alternate PVPC representative:

**Motion #18-011:** by (Leaming) move to appoint Paul McCarthy as PVPC alternate representative, seconded by (McCarthy), all in favor.

Complaint form:

(Leaming) requested the complaint form be created. If someone feels strong enough to complain, then they should fill out a form.

**Motion #18-012:** by (Leaming) move to approve the new complaint form, seconded by (Shea), all in favor.

**Old Business:**

Painting of Annex:

(Miller) informed the board that the painter awarded painting of the Annex has backed out due to not wanting to pay prevailing wage. The seconded highest bidder has agreed to do the painting.

**Motion #18-013:** by (Leaming) move to award A-team with painting of the Town Hall Annex, seconded by (McCarthy), all in favor.

Structural repairs to the Annex and connector as well as dismantling of the Barn should begin around the end of July and only take several weeks. Parking will be limited. C. Camerota will work with the Chief on posting signs.

N. Burlingame will help streamline the transition of the new Building Commissioner.

**New Business:**

Flea Market dealers and permits:

(Leaming) updated the board about the dealer on the Congregational Church property again during the July flea market and has no issues with it. There is no law that says a dealer cannot set up on Church property. The Chief conveyed that the vendor was for profit, but pays a donation to the Church. He added that there are other fields who have vendors in their parking lots and some parking lots are now renting wagons. The Bylaws prevent sales without permits and mobile vending. (Leaming) feels it should be a case by case issue and wagons are a low impact. Table to the second meeting in August and review Bylaws.

(Miller) looked at Grand Trunk's beer garden and feels his variance should be grandfathered. Chief Kuss responded that the original location was near the house not on Rt. 20 and that it was his choice to move the location.

Future action items:

Letter to residents re: open positions.

Violation of cars – Cubles Drive:

This complaint will be looked into further in the fall when the cars are more visible. Also the Sherman Lake dam draw down. Money from Thames River would help pay the cost.

Office Matters:

ZBA public hearing tomorrow re: Cumberland Farms

Resignation of Pam Beall from Historical

MMA annual dues payment necessary in order to have Police & Fire Insurance.

Board supports letter from Sue Hilker to Hampden County Retirement Board and signed.

August 7<sup>th</sup> meeting, (Miller) will be remotely participating.

**Public Access:**

None

**Motion: #18-014:** by (McCarthy) move to adjourn at 9:59 p.m., seconded by (Leaming), all in favor.

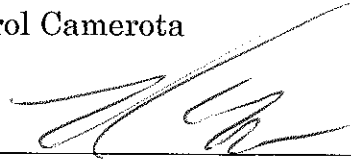
Upcoming Meetings:  
Board of Selectmen  
August 7, 2017 @ 5:00 p.m.

Respectfully Submitted:

*Carol Camerota*

Recording: Carol Camerota

ACCEPTED: \_\_\_\_\_



DATE: \_\_\_\_\_

*8/7/17*

Documents Utilized for this meeting

**MATERIALS FOR BACKGROUND AND REFERENCE**

1. Resume from C. Powers and N. Reid
2. Minutes of June 28, 2017
3. Resume from C. Burlingame
4. Options for DHCD contract
5. Parking ticket violation
6. Conservation fee schedule
7. Linnebrook land donation
8. Re appointment of C. Platenik, J. Collins & R. deBruyn
9. Code Red proposal
10. Chapter 90 project request
11. Dump truck award letter
12. Thames River payment form
13. Vacation carry over for C. Martin & R. Wells
14. Re appointment for C. Camerota
15. New complaint form