

Town of Brimfield
Board of Selectmen
Town Hall Annex – 21 Main Street
Meeting Minutes – June 24, 2019

Present: Chair; Paul McCarthy, Vice Chair; Michele-Lee Shea, member; Ryan Olszta (joined meeting at 6:50p.m.), member; Carolyn Haley, member; Mike Doyle, Admin; Carol Camerota.

Others: Police Chief; Charles Kuss, Bldg. Commissioner; Casey Burlingame, Building Clerk; Ginger Buteau, Fire Chief; Brendan McCarthy, Town Clerk; Bob Sullivan, COA; Eva Pittsinger, Custodian; Sheila Swift, Jim Hopkins

Cable recording: B. Datz

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

Payroll & Warrants:

Minutes: Review & approve minutes of June 10, 2019

Motion: by (Doyle) move to approve minutes of June 10, 2019, seconded by (Haley), all in favor.

Review & Action:

J. Hopkins – Grand Trunk property:

Hold, not present

Custodian: Town buildings and supply needs:

Sheila Swift came before the board to inform them of some of the conditions in both the Town Hall and Annex that make it challenging to clean. The water in the Town Hall has a bad odor and there is no sink on the main level. So cleaning the floors would entail hauling buckets up and down the stairs. Vacuums in both buildings need to be replaced and with ones that are industrial. The Annex does not have a sink deep enough to place a bucket under.

Get a quote for have the floors done over in the Town Hall and have the water tested in both buildings.

J. Hopkins – Grand Trunk property:

The board had concerns about a storage container and several trailers still on Mr. Hopkins property. He got a dumpster and cleaned up the trash that was left behind from the spring flea market. The 2 campers he believes are registered and questioned the fact that other fields have containers and campers on theirs also. (Olszta) joined meeting at 6:50 p.m.

The board was also concerned about selling going on with the property that abuts his. Mr. Hopkins said Grand Trunk was leasing it. When he applies for his Annual Owner Operator License he will show evidence of this.

The Chief said there were no current tags on either trailer. Statutes are for motor vehicles but doesn't qualify trailers as motor vehicles. No one is living in them, they are only used during the flea market. The board agreed to let them stay until the July show and then move them to the back of the property.

R. Sullivan added that in 1986 the town did create a bylaw commission which is different from a committee.

Parking violations:

The board has previewed the violation appeals for, Blackmer, Boiardi, Marquis, Harrison and Kahn. None of the citizens were present. The board chose to take no action. Violation fines need to be paid.

7:00 p.m. Public Access

None

Building Commissioner: Revisit line items for FY20:

C. Burlingame appeared before the board again to further discuss the hours of the building dept. clerk and line item for large commercial projects. The clerk hours were increased for FY20 from 9 to 12. Mr. Burlingame said those hours were for the building department and not for the Electrical Inspector. The board asked if the hours in the building dept. would be changing. He said hours would be added to a day already on the schedule.

The Shard Clerk position was funded for \$6,188. As calculated this would be for 7 hours per week. Due to the fact that Building already increased 3 hours for its clerk these hours would be to help other departments. In the instance where this position is to be filled by an existing Brimfield Town employee, the position will be limited to a number that results in a TOTAL less than 19 hours per week for that individual unless determined otherwise by the Select Board.

This position would report hours to the Selectmen's office on a time sheet showing each department worked in during that payroll.

C. Burlingame asked why the Electrical Inspector was paid 85% of fees for the Public Safety project when the building department waived its fees. The account these fees were to come from for large commercial projects was closed. The board would like to meet with Finance. C. Burlingame found it inequitable that he was salary, Electrical Inspector was salary and 85% of large commercial projects and the Health Agent was all fee based.

He currently works in Southbridge 37 ½ hours and 15 hours in Brimfield. The board asked what is done in the 11 remaining hours if he only has office hours for 4 hours, 1 day a week. And when will inspections be done for the public safety project

if he is working all day. Permit Pro is now set up for permits and inspections however it is not clear if the Electrical Inspector is using it all the time.
Discussion of a new foundation in the town hall and future of the building.

R. Sullivan: Revisit insurance for retirees:

Concerns were brought up by B. Sullivan about the need for an email administrator for passwords. The Selectmen should find an administrator not from the town for this along with having internet policies and procedures. The board agreed. Personal emails are still being used. Currently there are 40 Office 365 email accounts. Per a public records request how does he access or retrieve all the emails requested. The board suggested reaching out to Tantasqua IT since they are also administrators on Office 365.

Re-visit Medicare for town employees:

MGL dealing with insurance, sections 34A & B and references retirees and employees. The law states that Towns that offer insurance need to have 2 options, Brimfield has 3. It's worth the town pursuing and will re-visit with the Treasurer-Collector. Tufts had a different opinion.

Town Clerk appointment process:

A revision to the current appointment letter to members was reviewed. It clarifies the start and end dates as well as the need to request reappointment or the position will become vacant. The board all agreed on the new letter format.

Appointments:

Motion: by (Doyle) to appoint Meghan Balderelli to Agricultural Commission until 6/30/2022, Christopher Defalco to Cultural Council until 6/30/2022, and Connie Letendre to Council on Aging until 6/30/2022, Klaus Tittle, Sonja Tittle and Diane Panaccione as Advisory members until 6/30/2020, seconded by (Olszta), all in favor.

Motion: by (Doyle) to appoint Michele Restino and Joseph Venezia to Conservation Commission until 6/30/2022, seconded by (Haley), all in favor.

Richard Bamberger Appointment not recommended by ConCom:

Discussion regarding Richard Bamberger's request to be on Conservation that was not recommended by the Conservation board. The Selectmen would like to know if Mr. Bamberger is still interested and would like to come and speak with them.

Several board members had issues with Ms. Panaccione's actions as a member without the rest of the boards knowledge and bad mouthing the Highway Surveyor at a Finance meeting. Belief that she is adversarial in her dealings with people.

Mention was made about her being very knowledgeable but her interactions were not the way Brimfield should be represented.

Motion: by (Doyle) to reject Angela Panaccione's request for appointment, seconded by (Olszta), all in favor. (Haley) abstain

EM Director: Wanda O'Connor until 6/30/2022. The board would like Wanda to attend their next meeting before appointing her and bring a list of accomplishments and future tasks.

Motion: by (Haley) move to appoint Suzanne Collins to Flea Market Advisory Board until 6/30/2020, seconded by (Olszta), all in favor.

Motion: by (Haley) move to appoint Susan DeBruin to Historical Commission until 6/30/2022, seconded by (Olszta), all in favor.

Motion: by (Haley) move to appoint Andrea Beaudry as Tax Title Custodian until 6/30/2020, seconded by (Shea), all in favor.

Discussion about appointing Harold Leaming to ZBA and whether it was as a voting member. Don Damon has until June 30th to request appointment. This is the board's last meeting in June. Michael MacFadden can be appointed as an associate.

Motion: by (Haley) move to appoint Michael MacFadden as an associate member to Zoning Board of Appeals until 6/30/2022, seconded by (Doyle), all in favor. *Need to check on whether it is a 1 year or 3 year appointment.*

Motion: by (Doyle) move to appoint William Beaudry as Lieutenant of Police and the following as Patrol Officers until 6/30/2020
Todd Canedy, Curtis Sampson, Daniel Fagan, John Pajak, Nicholas Demetrion, Joseph Cecchi, Ryan Olszta, Nelson Ramos, Justin Donahue, Paul Bouchard, Christopher Ryan, Robert Mucha, seconded by (Haley), all in favor. (Olszta) abstain

Clerical error for Fire Department: Amend Fire Chief McCarthy appointment from 1 year to 3 years.

Chief Kuss: Request to carry over vacation days:

Motion: by (Doyle) move to approve Chief Kuss carrying over up to 10 vacation days to the new FY20, seconded by (Shea), all in favor.

C. Camerota: Request to carry over vacation days:

Motion: by (McCarthy) move to approve Carol Camerota carrying over 3 days to the new FY20, seconded by (Olszta), all in favor.

Sr. Tax work off – Van Drivers:

Joseph Roman & Debra L. Kenyon have applied for the Sr. tax work off program to be van drivers.

Motion: by (McCarthy) move to approve Joseph Roman and Debra Kenyon as Sr. tax work off van drivers, seconded by (Doyle), all in favor.

E. Pittsinger explained that the tax work off limits were currently \$1,500 a year. She has 14 people and is allowed up to 30. She suggests cutting the # of people and increase the dollar amount since minimum wage is up to \$12. She will do the research.

Vadar Systems Contract Renewal:

A 2 year contract was signed by board.

Berry Insurance:

The Chair signed FY20 Premium Summary that included:

- Statement of values
- MEGA (Property & Casualty) Agreement
- Crum & Forster (Tank Pollution Coverage)
- Terrorism coverage
- Auto Endorsement

Old Business:

Personnel Policy review:

(Haley) reported that she had been working on last minute touches to the policy.

New Business:

Animal Control appointment:

Chief Kuss is requesting that Krystine O'Connor be appointed as Animal Control Officer and Animal Inspector. She has already been appointed as Animal Inspector though MDAR until April 30, 2020.

Motion: by (Olszta) move to approve Krystine O'Connor as Animal Control Officer and Animal Inspector, seconded by (Shea), all in favor.

Highway Mezzanine:

An estimate of \$6,843 that was received in 2018 to bring the Highway Department up to code was never done. Could the Building Repair account be used for this?

Motion: by (Doyle) move to approve moving forward with the improvements to bring the mezzanine at the highway dept. up to code, seconded by (Olszta), all in favor.

Town Building needs – update

(Doyle) suggested forming a subcommittee and triaging repairs and getting them done. (Haley) would like to see a list first.

Discussion of the pumps at the new Public Safety Complex and whether they would be able to come out of the repair account also. Other items were windows in town hall and boilers and air conditioners being taken out of the Fire Dept that may be utilized in other town buildings.

(Olszta) created an account for ICORI for Brimfield. A policy and form need to be developed.

Office Matters: Mail

Adjourn

Motion: by (Doyle) move to adjourn at 8:35 p.m., seconded by (Olszta), all in favor.

Upcoming Meetings:

July 8, 2019 6:30 p.m.

Respectfully Submitted:

Carol Camerota

Transcribed by: Carol Camerota

ACCEPTED: *Michelle LeDua* DATE: 7/8/19

Documents Utilized for this meeting

MATERIALS FOR BACKGROUND AND REFERENCE

1. Minutes from June 10, 2019
2. Parking violations
3. Appointments
4. Sr. Tax work off applicants
5. FY20 Premium summary for Berry Insurance
6. Vadar contract
7. mail