

Town of Brimfield
Board of Selectmen
Town Hall Annex – 21 Main Street
Meeting Minutes – March 4, 2019

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

Others: Accountant; Marie Arsenault, Police Chief; Charles Kuss, Jim Hopkins, B. Datz, Tiffany Martin, Bldg. Commissioner; C. Burlingame, Brimfield Market

Cable recording: J. Bolte

Call to order: 6:30 p.m.
By (McCarthy)

Payroll & Warrants:
Reviewed and signed by board members.

Minutes:
Board reviewed minutes of February 19, 2019.

Motion: by (Haley) move to accept minutes of February 19, 2019 as written, seconded by (Shea), all in favor.

Review & Action

Accountant – Budget:

M. Arsenault is seeking support from the Selectmen for adjustment of salary. The Finance Committee are in favor but the Selectmen need to support. Her appointment will be up June 2019. She has worked for the town since 2000 along with the Town of West Brookfield. In 2016 she separated from Brimfield for personal reasons. An outside firm came in for 1 year and ultimately resigned. She was then hired back. Her salary was \$34,270 in 2016 and was adjusted 2% for each year as per Finance. She has contacted other towns and felt she was not inline with what her salary should be. M. Arsenault has been a certified accountant for 35 years, has been very dedicated and takes pride in doing a good job. She also gave a brief outline of all her obligations as Town Accountant. The board was in favor of her request for an increase.

Jim Hopkins – Clean up at 65 Palmer Road:

License applications were pending to clarify cleanup on Mr. Hopkins property. Mr. Hopkins agreed and had no control over the remains from one of his dealers. Dealer became ill and isn't returning calls. Mr. Hopkins called Casella 3 weeks ago for a dumpster however it was put in the wrong location. After the snow melts it will be

relocated and cleaned up. There is currently no agreement with dealers for situations like this. The board agreed that dealers should not be leaving merchandise on properties after shows end.

Motion: by (Haley) move to approve a Special & One Day Liquor License and Owner Operator Licenses for Grand Trunk, J. Hopkins, 65 Palmer Road, seconded by (Vandal), all in favor.

7:00 p.m. Public Access

None

MVP Grant: Conservation and PVPC:

Tabled: A. Panaccione not in attendance.

Building Commissioner budget requests:

C. Burlingame came before the board for approval from the board for a budget request. Asking for a percentage of large commercial projects or salary increase. Vehicle reimbursement stipend or flat fee as other towns do. Building Clerk is also in need of additional hours. The Electrical Inspector could also use some clerical hours.

(Haley) agreed but with other departments making similar clerical requests this should open discussion to an all boards clerk. She was in favor of increasing commercial rates.

He is currently paid a salary and is asking that commercial jobs be a % of permit fees which will require more time for inspections, zoning and site plan reviews. As an example, any job over half a million? Requests to go back to a percentage from permit from salary would have to go to the annual town meeting. Raising the permit fees would not cost the town.

Gas/mileage stipend is not enough to cover wear and tear on his vehicle or maintenance. Discussion of the best way to approach reimbursement and how to include it in the line item or as a Warrant Article.

Increasing clerk hours will bring the position up to full time.

Articles need to be in by March 14th. The board encouraged Mr. Burlingame that an increase in clerk hours would also be a discussion at the annual town meeting and he should be prepared along with the other items.

Finance Committee – Clerk Applicant – Melissa Parker:

Finance committee are strongly favor of hiring Ms. Parker as Finance Clerk. The board reviewed her resume. This position line item salary is approximately \$1,137 annually.

Motion by (Haley) move to approve appointment of Melissa Parker as Finance Clerk, seconded by (Shea), all in favor.

Public Access – Videographer – Tiffany Martin:

B. Datz introduced Tiffany Martin to the board recommending her as a videographer. Timing is good as another videographer will be leaving. This will make a total of 4 videographers now.

Motion: by (Shea) move to appoint Tiffany Martin as a videographer, seconded by (McCarthy), all in favor.

Brimfield Market – Change in hours of selling:

Clerical error was made on the Brimfield Market Annual Retail License for 2019. Brimfield Market would like to have it change from 10am to 7pm to 10am to 10pm on Sundays. This is still within the legal time frame set by the State.

Motion: by (Haley) move to change Brimfield Market retail sale hours from 10am to 10pm, seconded by (Vandal), all in favor.

Annual Licenses:

Motion: by (Haley) move to approve Owner Operator Licenses for Francesco's, F. Ferrentino, 45 Palmer Road and Common Victualler for JB Catering, J. Bailey, Monson, MA and Chubby Chickpea, A. Shemtov, Canton, MA, seconded by (Vandal), all in favor.

Sign contractor contract for Public Safety Building Project:

The Building committee is in favor of this contract being signed.
Signed by Chair

Constellation rate lock:

(McCarthy) informed board members that the new rate with Constellation was locked in at \$0.0956/kwh for 18 months. This was not much of an increase from last year. The next meter read will be February 2020.

Old Business

BOS Budget, Selectmen Admin. Request:

C. Camerota is requesting 5 hours of assistance in the office if an all boards clerk position is approved. The need is there and a possible job description for an all boards clerk for building, selectmen, electrical and assessors was discussed. Concerns about keeping the building clerk and adding an all boards clerk for 10 hours. This would eliminate one position increasing to full time. Also how hours would be divided between departments.

Meals Tax Article:

Meals tax bylaw Article is the same as proposed in 2010 that was voted down. The State reimburses the town. The flea market provides a huge benefit for

surrounding towns three weeks per year. The board is looking for support from the Chamber of Commerce in promoting or helping the town.

Flea Market Advisory Committee

Motion: by (Shea) move to appoint Suzanne Collins, Lee Adams, R. Corriveau, Chief Kuss and Chief McCarthy to the Flea Market Advisory Board, seconded by (Haley), all in favor.

Personnel Policy review:

Hold

BOS Annual Report:

McCarthy will finalize and turn in the C. Camerota for the Town Report.

New Business:

Town Hall Boilers:

Vandal, reported that rebates were available for new boilers. Possibility as much as \$1,200 in rebates when replacing the boilers. Quotes will be requested for replacement of boiler in Annex and funds left from the Greens Community Grant will be able to be used. Decisions on the Town Hall boilers will be revisited.

Tri town Ambulance:

A. Gobi has been contacted about moving forward with Tri Town Ambulance. Financial planning may not be ready before the ATM. Transition may have to be made later, possibly in the fall.

(McCarthy) reported than an email to Wales and Holland regarding sharing IT was sent. Both seem in favor. Regionalization grants are out there.

Office Matters: Mail

Adjourn

Motion: by (McCarthy) move to adjourn at 8:05 p.m., seconded by (Shea), all in favor.

Upcoming Meetings:

Board of Selectmen

March 18, 2019 @ 6:30 p.m.

Respectfully Submitted:

Transcribed by: Carol Camerota

ACCEPTED: Paul M. G. [Signature] DATE: 4.1.2019

Documents Utilized for this meeting

MATERIALS FOR BACKGROUND AND REFERENCE

1. Minutes of February 19, 2019
2. Accountant increase request
3. MVP Grant documents
4. Building Commissioner request
5. Finance Clerk applicant
6. Videographer applicant
7. Brimfield Market Liquor License amendment for hours
8. Selectmen Assistant request for help in the office
9. Meal's tax Article