

Town of Brimfield
Board of Selectmen
Town Hall, 21 Main Street
Meeting Minutes – November 13, 2017

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

Others: Police Chief Kuss,; Accountant: Marie Arsenault, Clerk & Assessor: Robert Sullivan, Assessor; Carolyn Haley, Deputy Assessor; Cynthia Poirier, PVPC; Chris Dunphy, Heather Ackerman, Mr & Mrs Dellarosa, Daniel Camerota

Cable recording: Bob Datz

6:15 p.m. Joint with Board of Assessors:

(Miller) called to order a joint meeting with the Board of Assessor for Tax Classification Hearing at 6:17 p.m. C. Haley addressed the board discussing splitting the tax rate and how that is not necessary for Brimfield. A single rate is recommended. All the figures are in Gateway, DOR's portal. The Select board asked to see figures on paper to look at before the meeting. At a previously requested to be joint meeting, R. Sullivan was the only Assessor present to represent the board. The Assessors stressed that the Gateway system is in place for the Selectmen to see the figures. The process has been streamlined to be on line. DOR calls the shots after the numbers are plugged in. The tax rate is calculated by them. C. Poirier explained that the figures weren't available from DOR until last week. R. Sullivan suggested the board review the data and postpone the hearing to a later date. The allocation document was explained to the board by C. Poirier. The Select board wanted an explanation of #8 on the LA5 excess capacity. M. Arsenault then directed the board to last year's budget explaining the numbers come from sales, full fair cash values and new growth. Some numbers which were set at last year's town meeting and voted on. (Miller) and (Leaming) explained their frustration with requesting the understanding of this long before this meeting. C. Poirier asked that the board have a representative to sign this on DOR and that this shouldn't be an educational meeting. R. Sullivan explained the time constraints in waiting 2 weeks as opposed to 1 week and that there should be a policy in place. More discussion revolved around how the limit is set, new growth and the budget.

Motion #18-065: by (Miller) to continue the hearing to November 27th at 6:15 p.m. and adjourn the joint session at 6:56 p.m., seconded by (McCarthy), all in favor.

Sullivan (yes) Haley - opposed *abstain*

CC

6:30 p.m.

CDBG-recaptured funds for Tri Town Food Pantry:

Chris Dunphy and Heather Ackerman came before the board to explain recaptured funds use for the Tri Town Pantry. Dunphy said PVPC has been working for over 20 years with Tri Town Housing rehab and have helped both Wales and Holland with their Sr. Community Centers as well as the food pantry. Until another grant is in place the food pantry is asking for \$20,000 to keep the pantry going. PVPC oversees the pantry's invoices to keep things in check. Heather addressed the board and spoke of the great increase in households in just the first quarter with elderly and medical shut in's. (McCarthy) thanked Heather for explaining. Fresh produce, meats and eggs are provided to shut in's along with canned goods. Heather started the pantry with no budget. (Miller) asked for some detail of her 2017 budget and she explained that it was not only food but phones, a computer program and employees. She also named some of the board members included Jean Smith, ~~George and Dawn Adams~~ from Brimfield along with Carol Fuller, George Farrero and Laurie Wright. *NOT BOARD MEMBERS, JUST INTERESTED PARTIES* (Miller) asked why the driver wasn't volunteering to which she replied that with a paid position she is guaranteed that the food would be delivered. *BOS AMEND 2-5-18* This CDBG has been in involved with some of the hill towns and S. Hadley for their Sr. Centers as well.

Motion #18-066: by (Leaming) move to agree that CDBG recaptured funds in the amount of \$20,000 be used for the Tri Town Food Pantry, seconded by (McCarthy), all in favor.

Dunphy reminded the board about the Community compact program and another CDBG application that is due March 2nd. He would like to hold a public meeting in December to discuss this grant and the town's needs and priorities.

7:00 p.m.

Hearing for dog complaint:

Will be postponed to a later date with 4 weeks' notice.

7:30 p.m.

Hearing for parking violation:

No show

ADA – Library Grant and Grievance Policy (COA & Library):

Rebecca Wells had a few questions about items on a list for her grant that is due this Friday. A grievance policy that was discussed at a previous meeting should be approved. Dunphy explained that the Transition Plan for the town done in 2003 did not need approval but rather was in place for the town to act on. The grievance policy can just be added. (Leaming) saw a conflict with the codes in the draft and will review it and let Rebecca know this week.

Motion #18-067: by (Miller) move to recommend a vote to add the grievance policy as amended, seconded by (McCarthy), all in favor.

7:45 p.m.

National Grid pole hearing-Old Palmer Road:

National Grid requests permission to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and across the following public way: Old Palmer Road: #24989891 – Dellarosa property.

Reason: National Grid to install 2 poles #66 and #67, 2 anchors. The location begins at a point approximately 2112 feet SE of the centerline of the intersection of Sutcliffe Road and continuing on approximately 90 feet in a SE direction.

Motion #18-068: by (Miller) move to approve 2 pole placements on Old Palmer Road as described by National Grid, seconded by (McCarthy), all in favor.

Payroll & Warrants:
Signed by Board

Minutes:
Review and sign minutes of October 16, 2017.

Motion #18-069: by (Shea) move to approve minutes of October 16, 2017 as written, seconded by (McCarthy), all in favor.

Review & Action:

PVPC-Subordination Agreement:

PVPC recommends proceeding on recapturing \$6,650 from property at 41 Brookfield Road back into the Tri Town Community Assistance Program for housing rehabilitation.

Motion #18-070: by (Leaming) move to proceed with subordination agreement for 41 Brookfield Road through PVPC Tri Town Community Assistance Program, seconded by (McCarthy), all in favor.

Phone system with Total Communications:

A representative met with Chair, BOS Assistant and Tantasqua's IT, Greg Rossow to discuss the town's computer backup and the phone system. He will return in 2 weeks with an update on what can be changed within the town's phone system.

Energy reduction plan:

The Energy reduction plan is already in process, no action required.

Mass Cultural Council Grant:

Motion #18-071: by (Leaming) move to sign the annual grant funds for Cultural Council in the amount of \$4,400, seconded by (McCarthy), all in favor.

Chief Kuss - Building Committee contract:

Architects, Jones Whittset has not submitted a contract at this time. (Leaming) would like to announce full disclosure because he is a member of the Building Committee along with (Miller). At the Building Committee's next meeting a contract in the amount of \$24,000 will be reviewed.

Chapter 90 reimbursement requests for -Harnois, Hillside & Adams, Knollwood & Oakwood:

The board signed reimbursement requests for Harnois, Hillside and Adams roads and Oakwood Road.

Liquor License approvals:

3 of the 4 2018 annual liquor license applications were complete and ready for signing by the board.

Motion #18-072: by (Miller) move to approve signing, Brimfield Market, Francesco's and Apple Barn applications, but not completing the licenses for Francesco's and Apple Barn until the Fire and Building inspection reports are received, seconded by (McCarthy), all in favor.

Farmer Series Pouring Permit Fee:

A fee needs to be established for the first Farmer Series Pouring Permit soon to be coming before the board. (Miller) suggested \$500 as the annual license holders pay. (Leaming) thought that was too much.

Motion #18-073: by (Miller) move to set the Farmer Series Pouring Permit Fee at \$100 annually, seconded by (Leaming), all in favor.

Common Victualler:

Motion #18-074: by (McCarthy) move to approve the 2018 annual Common Victualler License for Dipali, Inc., Brimfield Market, 13 Main Street, seconded by (Leaming), all in favor.

Appointments:

Motion #18-075: by (Leaming) move to approve appointment of Andrea Beaudry as Tax Title Custodian until 6/30/18, Rec Committee members until

6/30/18, Crystal McGuire, Rusty Corriveau, Diana Landry and Kim Donze and Trail Committee members until 6/30/18, William Simonic, Dick Costa, Rob Mahlert, Beverly Tetreault, Scott Gerrish, Paul Adam, Tony Bys, Emma Devlin and Meghan Drysdale, seconded by (McCarthy), all in favor.

Request for sign on common-BES craft fair:

Motion #18-076: by (McCarthy) move to approve a sign on the common for the Elementary School craft fair to be held Thanksgiving weekend, seconded by (Leaming), all in favor.

Request for use of Common for sign and use -- Scouts:

Motion #18-077: by (Leaming) move to approve the boys scouts request to use the common for their annual food drive on Nov. 18th and to advertise with a sandwich board, seconded by (Vandal), all in favor.

Tree lighting and Santa:

Motion #18-078: by (Leaming) move to approve the annual tree lighting on the common on Sunday, December 3rd at 4:30 p.m. Also the annual Santa tour around town on the fire truck on Sunday, December 10th beginning at 11:00 a.m., seconded by (McCarthy), all in favor.

Old Business:

None

New Business:

TRSD Regional agreement:

A type "o" was made in the agreement last year.

Motion #18-079: by (McCarthy) move to agree with type "o" corrections made in the TRSD Regional agreement, seconded by (Shea), all in favor.

Tantasqua liaison:

(Shea) will represent the board.

Motion #18-080: by (Leaming) move to have (Shea) be the represent the town for negotiations with Tantasqua, seconded by (McCarthy), all in favor.

Annex heat:

(Miller) noticed that a great deal of heat from the boiler in the Annex was being wasted and possibly a vent put into the door would help bring the heat up into the hallway.

The board approved a memo to go out to all departments notifying them of due dates for Warrant Articles and Town reports.

(Shea) mentioned a light pole at approximately #70 Warren Road that was broken and never replaced. Highway will be notified or National Grid.

(Miller) informed the other members of the annual MMA meeting in Boston that was very informative and one of them should consider going.

Annex upstairs space:

Cable has asked to use some space in the upstairs of the Annex to set up filming equipment. (Miller) noticed the space is being used by several departments as an overflow without permission. Now that the basement is complete the contents of the one remaining pod that is owned by the town could be moved downstairs. The pod could be given to Rec so their rental could be discontinued.

(Vandal) expressed concern over residents not being able to contact the dog officer when they need him.

Public Access:

None.

Motion #18-081: by (Miller) move to adjourn at 8:32 p.m., seconded by (Leaming), all in favor.

Upcoming Meetings:

Board of Selectmen

November 27, 2017 @ 6:15 p.m.

Respectfully Submitted:

Carol Camerota

Recording: Carol Camerota

ACCEPTED: *Michael Miller* DATE: *11-27-17*

Documents Utilized for this meeting

MATERIALS FOR BACKGROUND AND REFERENCE

1. Tax classification documents
2. CDBG recaptured funds information
3. National Grid pole hearing notice
4. ADA Grievance policy
5. Minutes of October 16, 2017
6. PVPC subordination agreement 41 Brookfield Road
7. Cultural Council Grant
8. Liquor License applications
9. Farmer Series Pouring Permit fee
10. Common Victuallers
11. Appointments
12. BES request for sign on common
13. Request for use of common – Scouts
14. Tree lighting and Santa tour dates
15. TRSD regional agreement
16. Tantasqua negotiations