

Town of Brimfield  
Board of Selectmen  
Town Hall Annex – 21 Main Street  
Meeting Minutes – November 26, 2018

Present: Chair; Paul McCarthy, Vice Chair; Michele-Lee Shea, member; Ryan Olszta; member; Paul Vandal, member; Carolyn Haley  
Recording: Admin; Carol Camerota,  
Others: Accountant; Marie Arsenault, Treasurer-Collector; Andrea Beaudry, Police Chief Kuss, Town Clerk; Robert Sullivan; Assessor; Cynthia Powers, Deputy Assessor; Cynthia Poirier, Fire Captain; Jim Donovan, COA; Eva Pittsinger, Public Access; Bob Datz

Cable recording: Jason Bolte  
(McCarthy) called to order at 6:31 p.m.

**6:16 Joint Hearing:**

Hearing called to order by Carolyn Haley at 6:15 P.M.  
(McCarthy) called Selectmen to order at 6:15 p.m.

Ms. Haley opened the meeting and presented the LA-5 to the Board of Selectmen. Ms. Haley explained the largest percentages of the levy belonged to the residential class and recommended to the Board of Selectmen that a single tax rate be adopted. Ms. Haley also pointed out the LA-5 Residential Exemption Option to the Board of Selectmen. Ms. Haley explained that the exemption was not beneficial to Brimfield as there are minimal properties that are not owner occupied and typically this exemption is opted in communities with less year-round residents, such as Cape Cod for example. The Board of Assessors recommended to vote NO.

As with the Residential Exemption, the Board of Assessors recommended to vote NO on LA-5 Small Commercial Exemption option. The Assessors presented the LA-5 Open Space Option to the Board of Selectmen. Brimfield does not have any Property classified as Open Space. The Board of Assessors recommended to vote NO.

Discussion ensued surrounding the proposed Tax Rate and the various reasons for the increase of .68 cents per thousand. Marie Arsenault, Town Accountant, shared a spreadsheet showing the increase from 2012 to present and explained the reason behind the one year the rate dropped down, during a time another accounting firm was practicing in Brimfield. Ms. Arsenault explained the excess levy capacity and its impact on the rate.

Ms. Arsenault explained further the slight increase and the other areas of the moving target that is germane to the final outcome, such as debt exclusions, new growth and local aid. Discussion ensued as the overall impact on the new rate to the average single family home.

The Selectmen thanked the Board and Ms. Arsenault for the explanations and recommendations.

**Motion #18-276:** BY (Olszta) to Vote a single tax rate and adopt the recommended vote for the balance of the LA-5 as presented by the Board of Assessors. Seconded by (Vandal). All in Favor.

The Board of Assessors Robert Sullivan made a Motion to Vote in favor of a Single Tax Rate and vote No on the Residential, Small Commercial Exemptions and Open Space.

Motion made by Carolyn Haley for the Board of Assessors to adjourn the Joint Hearing at 6:33 p.m. Second by Cynthia Keith-Powers. Motion Carried. (Haley) said the Assessor's would discuss house numbering at their meeting this week.

**Motion #18-277:** by (McCarthy) move to adjourn joint session at 6:28 p.m., seconded by (Shea), all in favor.

#### **Payroll & Warrants:**

Reviewed and signed by board.

#### Town Clerk – Bylaw Committee representative:

B. Sullivan explained to the board that the Bylaw Committee consisted of a member chosen by the Selectmen. That member and himself as Town Clerk together chose the third member. The three meet one time per year to discuss any new bylaw changes and review the index and bylaws. It's been 25 years since a general review has been done. The Town Clerk will notify the Bylaw committee if any requests come in or a new Bylaw Warrant Article.

In closing Sullivan commented on house numbering and that the process itself could become a new Bylaw.

#### **Minutes:**

Review and approve open and executive minutes of November 13, 2018:

**Motion #18-278:** by (Haley) move to approve minutes of November 13, 2018 as written, seconded by (Shea), all in favor.

**Motion #18-279:** by (Olszta) move to approve executive session minutes of November 13, 2018 as written, seconded by (Vandal), all in favor.

#### **Review & Action**

##### BOA, Fire, Building representatives – House numbering:

Discussion with C. Poirier from the Assessor's office about GIS, E911 and house numbering. The Assessor's office mainly handles this in most towns. Fire, Building

and Assessors need to cross reference in this process. In 2011 the person doing this task retired and no one was assigned as a replacement. Since then the Assessors have handled it. GIS can now layer and provide more information. The subdivision on Champeaux was a good example of numbers assigned and never accounting for large lots that may be divided. This is now done quarterly and sent to Mass GIS which is a different mechanism than E911. Capt. Donovan said that the Fire Dept. can help out the Assessors but maps live in the Assessor's office. He has come across some discrepancies in town and will assist. It is necessary for inspections that the numbers to be visible for Fire, CO's, Police and medical calls.

Police Chief – 2 new Police Officer hires:

Chief Kuss is asking for the Boards blessing to hire 2 more part time Police Officers. The money is already in the budget. The board is in favor. (Olszta) abstain

Treasurer/Collector – Assist. Treasurer/Collector · New hire recommendation:

Beaudry and Arsenault interviewed 4 candidates for the Assistant Treasurer-Collector position and are recommending Kathleen Moloney. Along with her variety of experience she has the initiative and willingness to learn with great problem solving skills. The board was in favor.

Public Access – New videographer:

B. Datz had a new videographer who he would like to hire. Hannah Martin is a sophomore at Quaboag School, is involved in sports and has an interest in communications. The board is in support.

ACO -- Job description:

Police will oversee this position along with hours and call backs. The board would like to have 2 people in order to have full coverage if needed. Salary and hours still need to be worked out. ACO Academy cost is \$500 which can be taken from the ACO expense account. Next agenda

Motion #18-280: by (Haley) move to accept the job description as written, seconded by (Shea), all in favor.

Faith Ward – Stop Abuse Today:

No show

Tantatsqua Bus office located at Highway:

The current arrangement of bus staff located in the Highway Surveyor's office needs to be addressed. Tantasqua owns the lift in the garage and payed for a portion of the new fuel tanks. With the plans of the new safety complex, this space needs to be looked into. No numbers available for the current situation and Tantasqua's involvement. Chief Kuss gave an overview of the plan for offices at the new public safety and what items were considered as contingencies.

Review Wales Food Pantry meeting minutes:

Pittsinger submitted her report along with the meeting minutes from the last Food Pantry meeting. Many discrepancies were obvious and the numbers don't seem to make sense. Nonprofit confirmation has not been confirmed either. Questions surround the costs of payroll and expense considering much of it was grant money.

(Haley) commented to Pittsinger that the Veteran's Agent is not returning phone calls. He has no office hours in Brimfield. Agent will be asked to attend a future meeting.

Pittsinger reminded board of Warrant Article regarding ADA compliance.

Sign 2019 Liquor Licenses:

Treasurer-Collector has notified the board that M.K. Fuel has tax delinquencies but not beyond what the Bylaws stipulates.

Motion #18-281: by (Haley) to approve annual liquor licenses for Francesco's Restaurant (on premises), Apple Barn Café (on premises), Brimfield Market (Retail), M.K. Fuel dba, County Line Package Store (Retail) and Brimfield Winery (Farmer Pouring Permit), seconded by (Shea), all in favor.

(Olszta) asked if establishments selling liquor were ever spot checked by the Police for being TIPS certified, checking ID's, etc. Chief Kuss responded that spot checks are done but not regularly. (Olszta) was concerned with the selling at the flea market and ID's being checked.

2019 Common Victualler Licenses:

Motion #18-282: by (Olszta) move to approve Annual Common Victualler Licenses for Cumberland Farms, 3 Main Street and Susan Collins, Apple Barn Café, 52 Palmer Road, seconded by (Vandal), all in favor.

Special & One Day Liquor License:

Board questioned whether fencing was being used.

Motion #18-283: by (Olszta) move to approve Special & One day liquor license for New England Motel, 30 Palmer Road for 3 weeks of flea market, seconded by (Vandal), all in favor.

Old Business:

Personnel Policy review:

None

New Business:

Discussion of the need for lighting in Annex parking lot.

Board discussed Town departments in Wales, Brimfield Ambulance and School buses using the gas at Brimfield Highway at a reduced rate. (Olszta) recommended a stop to the using of Brimfield's fuel or adding a surcharge of some type. Chief Kuss explained that the town as a Municipality gets a reduced rate and recommended keeping all in place but negotiate an agreement with Wales.

**Office Matters:**

Flea Market field owner application packet review:

Board approved Flea Market packet with amendments.

**Public Access:**

None. Change time on Agenda for public access to 7:00 p.m. and again at the end.

Motion #18-284: by (Shea) move to adjourn at 8:39 p.m., seconded by (Haley), all in favor.

Upcoming Meetings:

**Board of Selectmen**

December 10, 2018 @ 6:30 p.m.

Respectfully Submitted:

*Carol Camerota*

Recording: Carol Camerota

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

DATE: Dec 10, 2018

Documents Utilized for this meeting

**MATERIALS FOR BACKGROUND AND REFERENCE**

1. Classification Tax Allocation
2. Minutes of November 13, 2018
3. SOP for house numbering
4. Recommend new Assist. Treasurer-Collector
5. Request for new videographer
6. Annual Liquor Licenses
7. Common Victualler Licenses
8. Special & One Day license
9. Flea Market Owner Operator packet
10. Wales Food Pantry minutes
11. ACO Job description