

Town of Brimfield
Board of Selectmen
Town Hall Annex – 21 Main Street
Meeting Minutes – July 22, 2019

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

Others: Accountant; M. Arsenault, Police Chief; Charles Kuss, Conservation; M. Restino, C. Platenik, A. Panaccione, R. deBruyn, ZBA; M. MacFadden, H. Leaming, D. Damon, Gary Watts, J. Adams, L. Pate, E. Pittsinger, E. Sutton, Cynthia Chesky, D. Girouard, J. May

Cable recording: B. Datz,

Call to order: 6:32 p.m.

Payroll & Warrants:

Signed by board.

Accountant: end of year transfers

M. Arsenault explained M.G. L. for end of year transfers which would eliminate the need for additional annual town meeting approval. This excludes schools and light departments. Approval is needed by the Selectmen and Finance. The total amount of \$24,991.58 includes snow wages and highway winter/general and will be raised on the tax re-cap. Signed by the board.

Library – Requests to carry over vacation time:

M. Arsenault reviewed the hours requested to be carried over by 2 Library employees and found no issues.

Minutes:

Review & approve minutes of July 8, 2019:

Motion: by (Doyle) move to approve minutes of July 8, 2019 with a correction on page 3, seconded by (Olszta), all in favor. (McCarthy) abstain

6:45 p.m.

Hearing: Special & One day license -- Chesky at Crystal Brook:

Cynthia Chesky applicant of the Special and One day license appeared before the board. The License is for the upcoming September flea market. The property owner needs to bring taxes up to date. The board asked what enforcement will be taken to keep people within the field. Chesky strongly agreed with the safety and laws. She will post signs and people at both entrances to Crystal Brook as well as checking ID's of everyone.

Motion: by (McCarthy) move to approve Special & One Day License for Cynthia Chesky at Crystal Brook for the September show pending the property owner paying back taxes by August 19th, seconded by (Doyle), all in favor.

7:00 p.m. Public Access

Tim May came in support of the license just approved at Crystal Brook. Asked what the rules were that triggered abutters being notified and if there was a written policy anywhere. The board responded that this was for a liquor license which requires notification and whenever zoning changes or change of use for a property are involved hearings take place. His concerns were about the truck show held at Brimfield Winery this past weekend and how loud it was.

Hearing closed at 7:02 p.m.

Review & Action:

Heather Jolicouer - GSSS – Healthy Aging:

Ms. Jolicouer is from Greater Springfield Senior Services and spoke on behalf of independent living. She was pleased to learn that the town has already become an age friendly community. She would like the board to consider as one of the next Community Compacts “Best Practice” for Age & Dementia. The town would benefit from free resources and grant money.

Candidates for Commission on disability:

E. Pittsinger brought 5 candidates who would like to be appointed to the Commission on Disability.

Motion: by (Olszta) to appoint Elizabeth Sutton, James Adams, LeeAnn Pate and Connie Letendre as members of the Commission on Disability for 3 year terms, seconded by (Doyle), all in favor.

Motion amended: by (Doyle) to also include Eva Pittsinger as a member, seconded by (Olszta), all in favor.

Motion: by (Doyle) move to approve vacation carry over hours for Library employees Rebecca Wells and Cynthia Martin, seconded by (Shea), all in favor.

ZBA appointments:

(McCarthy) gave an overview of the previous meeting and discussions on appointments for the ZBA. The Clerk/Associate resigned as of July 1st. Posting was done for the Clerk position. A request for appointment was received by Leaming which was one of 2 appointments approved due to past practice. This happened before requests for reappointment came in from 2 standing members. It was

unclear which position he was appointed to. (McCarthy) reminded everyone that appointment requests need to be in by June 1st. The board can now accept the appointment requests received and then clarify which position members would take. Leaming expressed that he would be acceptable to whatever the board decides. MacFadden asked why he was not mentioned and that the board should check as to whether associate positions were 1 or 3 years making sure they are staggered. D. Damon and H. Leaming are the 2 requests for appointment for 1 voting position and 1 associate.

Discussion on large projects and new members participating.

Motion: by (McCarthy) to appoint Harold Leaming as a voting member, seconded by (Shea).

Currently there is no pending special permit or variance with Cumberland Farms. MacFadden disagreed and said there is still 1 variance open and 1 determination. More continued discussion on the process of applications and special permit extensions.

Motion: by (Doyle) to appoint Don Damon as a voting member

The board had concern over land use with Cumberland Farms and if this change in members would disrupt the permit process.

All in favor to the first Motion made by (McCarthy) for Leaming for a 3 year term. MacFadden was appointed at the previous meeting as an associate and that term will be for 1 year.

D. Damon was asked if he would like the other associate position. He withdrew his request for appointment and left the meeting.

Conservation Appointments:

R. deBruyn, C. Platenik, M. Restino and A. Panaccione were in attendance for further discussion about appointments. The Chair reminded their board that if they had a quorum they should have posted.

Currently there are 2 vacancies, 1 for 1 year and 1 for 3 years.

deBruyn wanted to discuss the non-reappointment of A. Panaccione adding that she added continuity, knowledge and resources to their board. She is very well versed in the regulations with the State. Conservation does not have any associates at this time.

R. Bamberger, A. Panaccione and G. Watts have all requested appointment. (Olszta) was not sure if Bamberger resided in town.

Motion: by (Olszta) move to appoint Gary Watts to the 3 year position on Conservation, seconded by (Doyle), all in favor.

deBruyn spoke about encouraging more associate members that could potentially become voting members. Also adding again that A. Panaccione has brought a wealth of knowledge to the board.

The Select board's concerns were about her application with others.

Anna Ozolins submitted a letter of support for A. Panaccione. The board reiterated the fact that there were too many concerns and conflict with A. Panaccione.

Motion: by (Doyle) move to appoint Richard Bamberger to the 1 year position, seconded by (Shea), all in favor. (Olszta) No

Discussion of the number of members and the fact that Brimfield does not officially have associate members for Conservation.

Motion: by (Doyle) move to re appoint Scot Mansfield as Electrical Inspector until 6/30/2020, seconded by (Olszta), all in favor.

Motion: by (McCarthy) move to re appoint Paul Shephardson as Electrical Inspector Associate until 6/30/2020, seconded by (Doyle), all in favor.

Motion: by (McCarthy) move to re appoint Kopelman & Paige as Town Counsel until 6/30/2020, seconded by (Shea), all in favor.

Motion: by (McCarthy) move to re appoint Crystal McGuire to Recreation Committee until 6/30/2020, seconded by (Doyle), all in favor

Request use of Town Hall – Rec Committee, August 27nd:

Rec Committee would like to use the town hall once again for their annual TRY Soccer meeting on August 27th.

Motion: by (McCarthy) move to approve Rec Committee using the town hall on August 27th, seconded by (Doyle), all in favor.

Old Business:

Building Maintenance priorities- FY 2020:

The door in the town hall basement that provides access to the lift has been blocked because it does not work. An estimate was received for \$3,400 to replace it.

Motion: by (Doyle) move to proceed with replacement of the door for the amount of the estimate, seconded by (Shea), all in favor.

E. Pittsinger cautioned on getting it done ASAP so it is available for any meetings held in the town hall.

Highway Surveyor had the 2 propane tanks moved and put a paved trench in to divert water away from the back of the town hall. Heavy rains have been flooding the Police Department. The gutters on the side on the town hall were also worked on. Also something needs to be done about the carpet in the Police Department. They are continually soaked with not only water but rodent urine. Mention was made that the mouse population had increased at the Annex as well. Board was ok with proceeding to have the hard wood floors in the Selectmen's office refinished.

Discussion of where to install an ADA accessible ramp on the town hall. Whether it should be the front door or the side door of the great hall.

Office Matters:

Mail:

Hold on discussion of Office 365 emails.

Set priorities for Selectmen:

Establish "point people" and timelines for each item. Discussion

Dept coordination:

Setting different Selectmen as liaisons with other boards/committees. (Doyle) would like the board to have long term agendas with a look ahead 3 to 6 months. The board also considered having all boards meetings quarterly Sept/Dec/Mar/June. This would keep the lines of communication open as far as budgets and Articles for the annual town meeting.

Discussion of giving Admin a threshold for signing contracts between meetings:

To include end of year stuff, etc. and clarify purchases for annual supplies without board discussion. No motion made.

Discussion of individual Selectman approving outside of meetings:

(Shea) has already been approved to sign payroll in the case that a holiday falls on Monday and signatures are needed.

New Business:

(Olszta) asked if the Emergency Management position should be posted and labeled as vacant.

Clarification is needed on yearly appointments and why they are needed. Chief Kuss responded that in the case of Fire and Police because the town is a non-civil service community it needs to appoint and reappoint.

The Selectmen determine whether appointments are 1 year or 3 years. Police appointments can have a 1 year probationary period and then go to 3.

(Doyle) expressed concern over the flea market field owners and permit checking. Is it possible that the Selectmen could go out and check them?

Chief Kuss reviewed the results of the July market and clarified that some of the rumors about Officers going around undercover to check permits was just not true.

Motion: by (Doyle) move to adjourn at 9:41 p.m., seconded by (Shea), all in favor.

Upcoming Meetings:

August 5, 2019 6:30 p.m.

Respectfully Submitted:

Carol Camerota

Transcribed by: Carol Camerota

ACCEPTED: *Paul MCB* DATE: *8/5/2019*

Documents Utilized for this meeting

MATERIALS FOR BACKGROUND AND REFERENCE

1. Minutes of July 8, 2019
2. Yearend transfers
3. Special & One day license application
4. Library requests to carry over vacation hours
5. Appointment requests
6. Use of town hall
7. Signed appointment letters approved at last meeting