

Board of Selectmen
Regular Meeting Minutes
Thursday, August 28, 2014
6:30pm Clifford B. Green Memorial Center

Present: Rick Ives, Bob Kelleher, Joe Voccio, Sherri Soucy, and Shelley Hopkins, Recording Secretary
Also Present: WINY Radio

1. **Call to Order:** Mr. Ives called the meeting to order at 6:30pm.
2. **Approve Previous Minutes:** Joe Voccio made a motion to approve the meeting minutes of July 31, 2014 and August 19, 2014 as presented. Bob Kelleher seconded the motion. Motion passed 3-0.
3. **Public Comment:** None
4. **Appointments:** Mr. Ives stated that the appointments in question are the reappointments of 1) Patrick Gauthier to the Board of Fire Commissioners with a term expiring 09/11/2015; and 2) Melissa Labossiere to Inland Wetlands as a regular member with a term expiring 09/01/2017. Bob Kelleher noted that the Fire Department is supposed to submit to the Board of Selectmen three names for its consideration. Joe Voccio motioned to table the reappointment of Patrick Gauthier to the Board of Fire Commissioners. Bob Kelleher seconded the motion. Motion passed 3-0. Bob Kelleher motioned to appoint Melissa Labossiere to Inland Wetlands as a regular member with a term expiring 09/01/2017. Joe Voccio seconded the motion. Motion passed 3-0.
5. **Discussion on Tech Park:** Mr. Ives suggested that discussion of this item be tabled until the board's next meeting on the 11th, when he will have all of the information necessary to answer questions as well as a legal opinion from Town Counsel. Mr. Ives recommended that this item be voted on at the next meeting. Bob Kelleher motioned to table this item. Joe Voccio seconded. Motion passed 3-0.
6. **Discussion on Road Drainage and Repairs:** Mr. Ives stated that it is time to update the Town's inventory of roads. The Town will also GPS every storm drain, culvert, and bridge. This updated, digitized database will be useful in applying for another STEAP grant. The Town has approximately 750 storm drains, 200 of which would ideally be replaced in the next two years. Joe Voccio inquired whether such an inventory has previously been done as part of the Town's infrastructure valuation for its audit. Mr. Ives stated that he does not feel there has ever been an accurate assessment of this inventory. While the Town has been diligent about maintaining roads, it is now time to turn attention to drainage.
7. **Discussion on 2014/2015 Budget:** No discussion. Mr. Ives noted that discussion of the 2013/2014 budget will take place next month as there were some changes today.
8. **Update on Town Hall Repairs:** Mr. Ives stated that the front steps are almost done. They should be done tomorrow. The railings on the steps have been painted and the railings on the ramp repaired. The railings on the side have been painted and they will go all the way around the building. There is some concrete work to be done; the landing at the bottom of the stairs to the Resident Trooper's office needs to be smoothed out. There is a small amount of brick

pointing to be done. Bob Kelleher inquired whether there has been any discussion of using the front door. Mr. Ives replied that it should be used as a second means of egress.

9. **Update on Technology Upgrades:** Sherri Soucy stated that the new phone system has been installed. Training took place yesterday and the cutover is scheduled to occur tomorrow. Work has begun on the migration of data from the old server to the new server. The Town is working with ViewPoint to load the Assessor's database onto the ViewPermit software. Bob Kelleher inquired as to how exactly the new phone system will work. Mr. Ives explained that as of September 2, all calls to any number other than 779-3411 will be routed to a menu of choices. The caller will be given the option of dialing his party's extension if known or using a department directory. Bob Kelleher suggested that it would be a good idea to post the extensions on the website. Mr. Ives replied that they are already posted. Sherri Soucy noted that the Clifford B. Green Memorial Center will be the next facility to be upgraded. Bob Kelleher inquired whether the phones at the Center are tied into the new phone center. Mr. Ives replied that that will take place in approximately a month. The Town Garage will take a little bit longer. Joe Voccio inquired whether, in the interests of FOI, it makes sense for him and Bob Kelleher to have brooklynct.org e-mail addresses. Bob Kelleher's e-mail is currently configured to run through Melissa Bradley while Joe Voccio's goes to his personal e-mail. Mr. Ives stated that it is a good idea for them to have brooklynct.org e-mail addresses and this will be addressed.
10. **Update on Website:** Mr. Ives noted that the website is slated to go live on September 12. Once the website is up and running, it is expected that various groups will post links to other material. The Town will place an ad in the Turnpike Buyer announcing the new phone system and website.
11. **Update on BEMHS and Fire Department Grant:** Mr. Ives stated that the Town received two grants this week. One is a technology grant for BEMHS in the amount of \$11,000, comprised of \$7,000 in in-kind services and \$4,000 in cash. Each Fire Department received a grant for training and gear: \$745 for Mortlake and \$2,355 for East Brooklyn.
12. **Liaison Report:** Joe Voccio reported that the Board of Education is returning \$154,000 to the Town due to changes in Special Ed expenditures. Mr. Ives reported that the Fire Commissioners have not met in two months; hopefully, they will meet in September.
13. **Other Business:** Mr. Ives reviewed the status of the move to the Clifford B. Green building. Services that are available at Town Hall, such as copying, need to be available here. Furthermore it will be important to cross-train the Recreation and Building Departments staffs so that services are always available to taxpayers. The carpets will be cleaned.

Joe Voccio inquired whether it would make sense for the Housing Authority to provide a quarterly report to the Board of Selectmen so that they could be better informed about the scope and type of their activities. Mr. Ives plans to attend their meetings regularly but would still like to see some form of communication coming from them. Bob Kelleher inquired where the Housing Authority meets. The answer is upstairs in the Community Center. Bob Kelleher inquired about the brownfield funding Danielson received. Was it for housing? Joe Voccio replied that housing projects with a brownfield remediation component were eligible to apply. Mr. Ives noted that another round of funding is slated for late September-early October; however the Housing Authority has expressed more interest in pursuing a tax credits strategy.

Bob Kelleher asked who the Tenant Rep is. Mr. Ives state that there has not been one for quite some time.

Joe Voccio asked whether Mr. Ives is at the point where the feasibility group can be formed. Mr. Ives expects to name the group members in September.

Bob Kelleher asked Mr. Ives whether he has given any more thought to upfront payments. Mr. Ives doesn't see anything wrong with them. The Town gets bills, primarily from NECCOG, for annual services and he would rather pay the whole bill upfront. Bob Kelleher noted that the previous practice of paying quarterly may have been tied to cash flow considerations. Joe Voccio asked how big the NECCOG bill. The answer is over \$100,000. Joe Voccio asked what other towns do. Mr. Ives said some pay the entire bill upfront but he is not certain that all towns do so. Mr. Ives would like to be consistent in the way that the Town pays for each component of the NECCOG contract.

14. **Approve Bills:** Joe Voccio motioned to approve the bills as presented for the period of August 24-30. Bob Kelleher seconded the motion. Motion passed 3-0.

15. **Public Comment:** None

16. Executive Session to Discuss Security Matter in Town Buildings

Joe Voccio motioned to enter Executive Session to discuss a security matter in Town buildings at 7:11pm. Bob Kelleher seconded. Motion passed 3-0. The Board of Selectmen came out of Executive Session at 7:29pm. No action taken.

17. Adjourn

Joe Voccio motioned to adjourn the meeting at 7:30. Bob Kelleher seconded the motion. Motion passed 3-0.

Respectfully submitted,

Shelley Hopkins
Recording Secretary