



ANNUAL REPORT

OF THE

TOWN OF BROOKFIELD, MA

2004

DEDICATION



DIANE I. (GERVAIS) MARTELL

The 2004 Annual Report is dedicated to the memory of Diane I. Martell. Diane led a rich life, filled by her service to others: to her community, her church and her family.

The Town of Brookfield had the benefit of her service for over twenty-five years. She spent more than twenty years as the town treasurer and tax collector. For many years she served on a variety of other town posts, as a member of the Advisory Committee, the Historical Commission, the Recycling Committee, the Capital Improvements Planning Committee, the Bicentennial Committee (1975-76) and the Town's 325th Anniversary Committee (1998). Beyond town government she also served the community as a member of the Jeppson Advisory Committee of the Greater Worcester Community Foundation, and worked with Toys for Tots. She was a founding member of the Brookfield Community Club, helping to create and organize the annual Apple Country Fair.

A woman of faith, she served as chair of Deacons of the Brookfield Congregational Church and was a member of Helping Hand. The church valued her as a significant source of strength in providing ideas, raising funds, writing grants, and applying her wealth of knowledge of the church and its role in Brookfield history.

For thirty-six years she and her husband Douglas lived in Brookfield and raised their four children here, one of whom – the child of a close friend – they adopted after her mother's tragic death. Diane instilled in her children her sense of duty and her pleasure in helping others; her sons Peter and David currently serve Brookfield on both the Fire Department and the Emergency Squad.

This small town has seen many worthy citizens who have served in town government, made contributions to their community and their church, and raised fine families but the breadth and depth of Diane's dedication to all of these is exceptional and praiseworthy. We know that all who knew her will fondly remember Diane.

IN MEMORIAM

The Town lost several prominent citizens during 2004. Among those who died during this year who made significant contributions to life in Brookfield were Kathleen Allen, Louis J. Boucher, Gabrielle Lacaire, Raymond Lessard, Diane I. (Gervais) Martell, and Lloyd Moores. Each resident of the Town is an important citizen, of course, but Brookfield suffers a major loss now that we don't have these people to call upon any more. Their contributions, however, continue to impact us. Please help to keep their memories alive by doing your part for Brookfield.



Kathleen Ruby (Martin) Allen

Mrs. Allen lived in Brookfield most of her life. Her favorite “job” was that of a wife, mother and grandmother. She also worked outside the home worked as a manager of customer services at an area bank for 15 years just prior to her retirement. Kathy was an active member of the Brookfield Congregational Church and was involved in many community activities including the wildly successful 2004 reunion of Brookfield High School.



Louis J. Boucher

Mr. Boucher was a World War II Army Veteran who was also a machinist at Gavitt Wire & Cable. Louie was a husband, father and grandfather and lived in Brookfield for most of his life. He was a valued citizen who served as a Selectmen for Brookfield and as an EMT for both Brookfield and Brimfield for many years.

IN MEMORIAM, page 2



Gabrielle M. "Gay" Lacaire

Mrs. Lacaire, a wife, mother, grandmother and great grandmother lived in Brookfield for the past 45 years. Before her retirement, Gay had worked as an administrative assistant and was a member of the Worcester Business & Professional Women's Club and Worcester Area Retired Senior Volunteer Program. For Brookfield, she served on both the Elementary and Tantasqua School Committees and the Massachusetts Association of School Committees. She served on the Brookfield Planning Board and organized and served on the Friends of Merrick Public Library.



Raymond G. Lessard

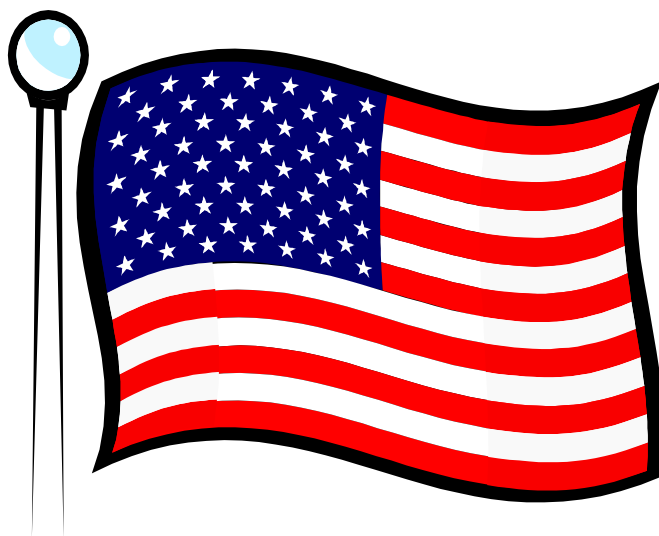
Mr. Lessard lived in Brookfield for about 25 years. He was a beloved husband and uncle to many nieces and nephews. He earned his living as a "parts man" and service manager for a Worcester car dealership. Ray was a member of St. Mary's Church and sang in their choir. He was a member of the Cardinal Gibbons Council Knights of Columbus and was a Fourth Degree Knight of the Cardinal Wright Assembly. Ray contributed to a better life in Brookfield by serving as president and travel chairman for the Brookfield Senior Citizens and chairman of the Council on Aging and the Housing Authority. He was appointed to the Advisory Committee and to the Worcester Regional Transit Authority as Brookfield's representative.

IN MEMORIAM, page 3



Floyd L. Moores

Mr. Moores was a proud Marine Corps veteran who served his country during the Korean Conflict. He was a husband, father and grandfather and worked as a supervisor in area factories. Floyd lived most of his life in Brookfield. Hunting and fishing were his hobbies and this was reflected by his longtime membership in the Brookfield Rod & Gun Club. After his retirement, Floyd served Brookfield as a Selectmen.



GOVERNMENTAL DISTRICT AND REPRESENTATIVES FOR THE TOWN OF BROOKFIELD

UNITED STATE SENATORS

Edward M. Kennedy, Boston
John F. Kerry, Boston

COUNCILOR

Dennis P. McManus

STATE SENATOR

Worcester, Hampden, Franklin
And Hampshire Senatorial District
Stephen M. Brewer

REPRESENTATIVE IN GENERAL COURT

Anne M. Gobi

REPRESENTATIVE IN CONGRESS

Richard E. Neal

DISTRICT ATTORNEY

John J. Conti



FACTS ABOUT BROOKFIELD

SETTLED: 1660 as part of the Quaboag Plantation

INCORPORATED AS A TOWN:

Originally founded in 1660 as part of the Quaboag Plantation, Brook-field incorporated as a Town in 1673.

LOCATION:

Brookfield is located in Central Massachusetts bounded by North Brookfield on the North, East Brookfield on the South and West Brookfield, Warren and Brimfield on the West. Brookfield is 22 miles West of Worcester, 33 miles East of Springfield and 57 miles West of Boston.

POPULATION: 3,291

FORM OF GOVERNMENT:

Open Town Meeting with a three member Board of Selectmen and a full-time Administrative Assistant.

TAX RATE – FY 2005: \$16.26

PROPERTY VALUATION:

Residential	\$179,762,496
Commercial	8,256,931
Industrial	984,900
Personal Property	4,593,787
Total Valuation	\$193,598,014

SQUARE MILES: 16.57

STREETS AND HIGHWAYS:

Brookfield has approximately 40 miles of paved roads, one half a mile of dirt road and two miles of private roads.

PUBLIC SCHOOLS:

Brookfield maintains a K-6 Elementary School and belongs to the Tantasqua Regional School District, which offers a junior high school, a high school and a vocational school.

FIRE PROTECTION:

The Fire Department, which is headed by Chief Peter Martell, consists of one Assistant Chief, Two Captains, three Lieutenants and twenty-one Fire Fighters. Ten firefighters are State and nationally certified, three have certified Hazardous Material training; ten have EMS certifications; two have attended the full State Firefighting Academy.

EMERGENCY SQUAD:

Brookfield's Emergency Squad, headed by Chief Donna Lafleur includes one Captain, one Lieutenant and 10 EMS personnel. There are five Paramedics; seven EMT Basics and one EMT- Intermediate. The service operates a 1998 Road Rescue ambulance mounted on a Ford chassis.

POLICE:

Brookfield has a 24-7 Police Department with three full-time Police Officer including Police Chief, Ross Ackerman. The Department includes a Deputy Chief and 17 part-time Patrol Officers.

RECREATIONAL FACILITIES:

Brookfield has one recreational field: Lewis Field, which is located on Route 148.

PUBLIC LIBRARY:

The Merrick Public Library located at 2 Lincoln Street, on the Common provides free public access to the internet, readers and reference advisory service. The Library is an affiliate member of CW/MARS, which allows our patrons to peruse the Central Massachusetts library catalog and place holds, and pick-up location from the comfort of their home. This Romanesque Banister Memorial Hall was built in 1884 and the Trustees and staff continue to help maintain the architectural integrity of this historic building while offering modern conveniences

EMERGENCY TELEPHONE NUMBERS

POLICE:

Emergency	911
Non-Emergency	508-867-5570

FIRE:

Emergency	911
Non-Emergency	508-867-7306

AMBULANCE:

Emergency	911
Non-Emergency	508-867-6036

AREA HOSPITALS:

Mary Lane Hospital, Ware	413-967-6211
Harrington Memorial Hospital, Southbridge	508-765-9771
Hubbard Regional Hospital, Webster	508-943-2600
University of Massachusetts Medical Center, Worcester	508-334-1000
Worcester Medical Center, Worcester	508-363-5000



TOWN OFFICERS 2004 (ELECTED)

BOARD OF SELECTMEN

Beverly A Lund, Chairman May 2007
Robert S. Phillips, Vice Chairman May 2005
Joseph J. Klimavich, Clerk May 2006

MODERATOR

James W. Allen May 2005

TOWN CLERK

Linda Lincoln May 2007

BOARD OF ASSESSORS

Donna Wentzell, Chairman May 2005
Brenda McElroy May 2007
Philip H. Peirce May 2006

SCHOOL COMMITTEE

Patricia Sinko May 2006
Chris Hurley May 2005
William Gillmeister May 2007

REGIONAL SCHOOL COMMITTEE

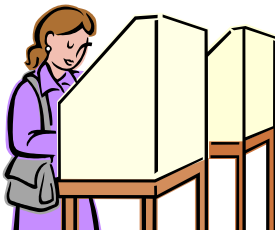
James Cooke May 2006
Patricia Boucher May 2007

CONSTABLES

Ross Ackerman May 2007
Joseph Murray May 2007

WATER COMMISSIONERS

Roger Charpentier, Jr., Chairman May 2006
Joseph Murray May 2005
Robert Barnes May 2007



BOARD OF HEALTH

Robert Wentzell, Chairman May 2005
Timothy McElroy May 2006
Joseph Gadbois (Appointed Jan. 04 to May 04)
Joseph Gadbois May 2007

PLANNING BOARD

Mary O'Connell, Chairman May 2007
Albert Little, Jr. May 2005
David Couture May 2006
Kermit Eaton May 2007
Roger Mundell (Resigned Nov. 2004)
Frank Smith (Appointed Nov. 2004 – May 2005)

CEMETERY COMMISSIONERS and TRUSTEES FOR SHADE TREE & CEMETERY FUNDS

Wayne Yaskoski, Chairman May 2005
Peter Masuzzo May 2007
John McDavitt May 2006

MERRICK PUBLIC LIBRARY - TRUSTEES FOR

Sally Brown, Chairman May 2007
Barbara Steadman May 2007
Barbara Clancy May 2005
Jean Dahler May 2005
Linda Barron May 2006
Barbara Tripple Simmons May 2006

HOUSING AUTHORITY

Joseph Gadbois, Chairman May 2007
Michael Seery May 2006
State Member Vacant

APPOINTED OFFICIALS AND STAFF:

**ADMINISTRATIVE ASSISTANT & Chief
Procurement Officer**
Donna L. Neylon

ACCOUNTANT, TOWN
Louise E. (Betty) Benoit Sept. 2006

ADVISORY COMMITTEE **(Appointments expire at end of Annual Town Meeting):**

Ronald Dackson	June 2005
Robert Barnes	May 2005
Barbara Wilson	May 2006
William Neault	May 2006
Gerald Johnson	June 2005
Donald Faugno	June 2005
Michael Seery	June 2004
Carl Taylor	June 2007
Michael P. Mills	June 2007

AGING, COUNCIL ON

Brenda Lague	June 2006
Marguerite Desmond	June 2005
Lucy Beeman	June 2005
Barbara Clancy	June 2007

ASSISTANT TOWN CLERK
Barbara Mundell May 2007

BOARD OF HEALTH SECRETARY
Kim Longee

BUILDINGS, INSPECTOR OF

Jeff Taylor	June 2005
John Couture, Alternate	June 2004

BY-LAW COMMITTEE

James Allen, Member-at-Large	June 05
Barbara Wilson, Advisory Comm. Rep.	June 05
Ross Ackerman, Police Dept. Rep.	June 05
Beverly A. Lund, Selectmen Rep.	June 06
Herbert Chaffee, Highway Dept. Rep.	June 05
William Neault, Member-at-Large	June 05
Kermit Eaton, Member-at-Large, Resigned	
Christopher Merow, Resigned	



CAPITAL IMPROVEMENT PLANNING COMMITTEE

Christopher Merow, Member-at-Large	June 2004
Tim Roughan, Member-at-Large	June 2005
Barbara Mundell, Treasurer Rep.	June 2005
Robert S. Phillips, Selectmen Rep.	June 2005
Peter Martell, Fire Dept. Rep.	June 2005
Donna Lafleur, EMS Rep.	June 2005
Betty Benoit, Town Accountant Rep.	June 2006
Vacant, School Committee Rep.	
Vacant, Advisory Committee Rep.	

CEMETERY SUPERINTENDENT
Michael Seery June 2004

CEMETERY STAFF
Herbert L. Foley
John P. Lapointe, Summer Help

CENTRAL MASSACHUSETTS PLANNING COMMISSION
Mary T. O'Connell, Delegate
Robert S. Phillips, Alternate

COMMUNITY DEVELOPMENT BLOCK GRANT ADVISORY COMMITTEE

James Allen	June 2005
Herbert Chaffee	June 2005
Bruce Clarke	June 2005
Beverly A. Lund	June 2005
Donna L. Neylon	June 2005

CONSERVATION COMMISSION

Wilfred Steadman, Chairman	June 2005
Kenneth Cleveland	June 2007
Ken Cleveland	June 2004
Susan Brogan	June 2007
Philip O'Toole	June 2006
Christopher Gaudreau, Resigned	

CONSTABLE
Arthur Tatro June 2005

COUNSEL, TOWN

Kopelman and Paige, P.C. June 2005

CULTURAL COUNCIL

William Simpson June 2006
 Elise Provost June 2006
 Louise Woodard June 2006
 Jeanne Lytle June 2005
 Paula Washburn June 2005
 Jeanne Lytle June 2005
 Barbara Wilson June 2005
 Madelyn Swanson June 2005
 Rose Carrier, resigned

CUSTODIAN, TOWN HALL

Edward Howarth

DOG & ANIMAL CONTROL OFFICER

William Mansfield, resigned Nov. 2004
 Eileen Vitello, Interim from Nov. 2004
 Eileen Vitello June 2005

ELECTION WORKERS

Kathryn Latour, Warden June 2005
 Janeth Baribeau June 2005
 Helen Armstrong June 2005
 Carolyn Murray June 2005
 Cheryl Richardson June 2005
 Frances Toppin June 2005
 Marion Lessard June 2005
 Barbara Mundell June 2005
 Gail Carter June 2004
 Debra Burnham June 2005
 Sheila Frangiamore June 2005
 Lois Moores, Resigned

EMERGENCY MANAGEMENT AGENCY

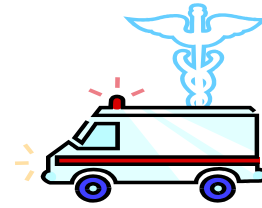
Joseph Gadbois, Director May 2005
 Keith Karrmann, Deputy Director May 2005

EMERGENCY SQUAD CHIEF

Donna Lafleur, Chief, EMT/Paramedic
 June 2005

EMERGENCY SQUAD OFFICERS

Peter Martell, Captain, EMT/Paramedic
 June 2005
 Matthew Graves, Lt. EMT/Paramedic
 June 2005

**EMERGENCY SQUAD**

All until June, 2005:

David G. Martell, Paramedic
 Rick Phillips, EMT- Intermediate
 Brad Bemis, Paramedic
 Terry Anderson, EMT
 Jennifer Lafleur, EMT
 Brian Ayers, EMT
 Robert Connor, EMT
 Keith Karrmann, EMT
 Linda Fortier, EMT Student
 Amy Bemis, EMT

FACILITIES DEVELOPMENT COMMITTEE

All until June, 2005:

Donna Lafleur, Ex Officio
 Herbert Chaffee, Ex Officio
 Peter Martell, Ex Officio
 Robert S. Phillips, Ex Officio.
 Tim Roughan, Ex Officio
 Ross Ackerman, Ex Officio
 Ronald Couture, Member-At-Large
 William Neault, Advisory Committee Rep.

FINANCIAL OFFICIALS

Nancy Lee Finney, Clerk to Treasurer
 Nancy Lee Finney, Clerk to Tax Collector

FIRE CHIEF & FOREST FIRE WARDEN

Peter Martell June 2005

FIRE DEPARTMENT OFFICERS

Elected by Fire Dept. Members:

Peter Martell, Chief
 Herbert Chaffee, Assistant Chief
 David Martell, Captain
 Keith Karrmann, Lieutenant
 William MacLeod, Lieutenant
 Mark Leonard, Acting Lieutenant



FIREFIGHTERS

Bryan Ayers	Linda Fortier
Steven Budnick	Matthew Graves
Peter Burques	Jeff White
Justin Chaffee	Donna Lafleur
Philip Chaffee	Richard Lamoureux
Paul Comptois	Andrew Major
Brad Bemis	Charles Perkins
Robert Connor	Richard Phillips
Wallace Connor	Charles Edgette
Mike Maneggio	

HIGHWAY SUPERINTENDENT

Herbert Chaffee, II June 2006

HIGHWAY DEPARTMENT STAFF

Donald L. Herbert
James Hanson

HIGHWAY GARAGE CONSTRUCTION COMMITTEE

All expire June 2006:

Herbert Chaffee – Highway Dept. Rep.
Beverly A. Lund – Selectmen's Rep.
Timothy Roughan – Facilities Dev. Committee Rep.
Jeffrey Taylor – Building Inspector Rep.
Maynard Baker – Member-at-Large
William Frangiamore – Member-at-Large
Matthew Graves - Member-at-Large
David R. Holm – Member-at-Large
William Neault – Member-at-Large
Beth Sitterly – Member-at-Large

HISTORICAL COMMISSION

Janice Wilson	June 2006
Jean Eaton	June 2005
Ron Couture	June 2005
Pauline C. Merrick	June 2005
Anne R. Freeman George, resigned	
John F. George, resigned	
Diane Martell, deceased	
3 Vacancies	

HOMELAND SECURITY REPRESENTATIVE

Joseph Gadbois June 2005

INSURANCE ADVISORY COMMITTEE

Elaine Gittens	June 2005
Bruce Clarke	June 2005
Paul Sagendorph	June 2005
Ross Ackerman	June 2005
Peter Martell	June 2005
Belinda Gibson, resigned	June 2005
Linda Lincoln, Secretary	June 2005
Donald Hebert	June 2005

LOCAL PUBLIC ACCESS ADVISORY COMMITTEE

John Carty	June 2005
Beverly A. Lund	June 2005
Robert S. Phillips	June 2005
Joseph J. Klimavich	June 2005
2 Vacancies	

LOCAL PUBLIC ACCESS COMMITTEE

John David Holdcraft	June 2006
Keith Karrmann	June 2006
Jean-Paul Lapointe	June 2006
Michael Seery	June 2006
Patricia Boucher	June 2007
William Neault, resigned	
1 vacancy	

MERRICK PUBLIC LIBRARY STAFF

Brenda Metterville, Director
Andrea Faugno
Faith O'Keefe
Claudia A. McNeil
Deborah Roberts-Kirk
James Hanson, Custodian

PARKING CLERK / HEARING OFFICER

Linda Lincoln June 2005

PERSONNEL BOARD

Philip Peirce, Chairman	June 2006
Joan Walker	June 2005
Leigh Smith	June 2005
Elizabeth Bertrand	June 2005

POLICE DEPARTMENT

Ross B. Ackerman, Chief June 2005

POLICE DEPARTMENT OFFICERS

Victor Boucher, Deputy Chief	June 2005
David Fortier, Acting Police Sergeant	Nov. 2004

POLICE DEPARTMENT STAFF

Holly Murray, Administrative Assistant



PATROL OFFICERS

All until June 30, 2005:

David Fortier, Full-time, resigned
 Clifford Luce, Full-time, resigned
 Robert Sweet, Full-time
 Nicholas Abair, Part-time
 Melissa Ackerman, Part-time
 Douglas Cutler, Part-time
 Joseph Magierowski, Part-time
 Joseph Murray, Part-time
 Robert Orne, Part-time
 Allen Silva, Part-time
 Craig Swanson, Part-time
 Colby Tytula, Part-time
 Holly Wrightson, Part-time
 Douglas Cutler, Reserve
 Mitchell Mateiko, Detective, Part-time

PLUMBING, INSPECTOR OF

Robert Wall	June 2005
Roger Charpentier, Alternate	June 2005

QUABOAG VALLEY ASSISTANCE CORPORATION

James Allen, Rep.	June 2005
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RECREATION COMMISSION

Kelly Chabot, Resigned	
Doug Brown, Co-Chair	June 2006
Denise Senosk	June 2006
Lydia Lucas	June 2005
Brenda McElroy, Co-Chair	June 2005
David Proulx, Alternate	June 2005
Keith Law	June 2005
Kerry Brenner	June 2007
Cheryl Robinson	June 2007
Michael Lamb	June 2007

RECREATION COMMISSION STAFF

John W. Washburn, Groundskeeper/Custodian

REGISTRARS, BOARD OF, WITH TOWN CLERK

Doreen Dean, Asst. Registrar	June 2006
Lois O'Leary	June 2006
Nancy Lee Finney	June 2005
Shirley Sanborn	June 2007
Lorraine Cramer, Asst. Registrar	June 2005

SAFETY COMMITTEE

All until June 30, 2005

Ross Ackerman, Police Dept. Rep.
 Herbert Chaffee, II, Highway Dept. Rep.
 Bruce Clarke, Water Dept. Rep.
 Donna Lafleur, Emergency Squad Dept. Rep.
 Beverly A. Lund, Selectmen's Rep.
 Peter Martell, Fire Dept. Rep.
 Joseph LaRiviere, Sr.

SEXUAL HARASSMENT OFFICER

Donna Lafleur	June 2006
Robert Wentzell	June 2006

STREETS & HIGHWAYS SUPERINTENDENT, SUPERINTENDENT OF INSPECT & PEST CONTROL, AND TREE WARDEN

Herbert Chaffee, II	June 2005
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TAX COLLECTOR

Lois Moores	June 2006
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TOWN HALL 100th ANNIVERSARY COMMITTEE

All expire June 2005:

Barbara Clancy
 Anna Clarke
 Nancy Lee Finney
 Joseph J. Klimavich
 Courtney Jenkins
 Linda Lincoln
 Diane Martell, deceased
 Brenda McElroy
 Barbara Mundell
 Holly Murray
 Kris Murray
 Barbara Wilson
 Louise Woodard

TOWN HALL ROOF COMMITTEE

All expire June 2005:

Herbert Chaffee, II
 Bruce Clarke
 David R. Holm
 Edward Howarth
 Robert S. Phillips
 Jeffrey Taylor

INTERIM TOWN TREASURER

Barbara Mundell July 2004

TOWN TREASURER

Barbara Mundell June 2007

TOWN TREASURER SCREENING COMMITTEE:

All Expire June, 2004:

Barbara Mundell, resigned

James W. Allen, Chairman

Barbara Clancy

Linda M. Lincoln

Mary T. O'Connell, resigned

Barbara Wilson, Advisory Comm. Rep.

Beverly A. Lund, Selectmen's Rep.

TOURIST COMMITTEE

Ron Couture, Chairman June 2006

Linda M. Lincoln, Vice Chairman June 2006

Beverly A. Lund June 2006

Barbara Mundell, Secretary June 2006

Louise Woodard June 2006

TRANSFER STATION STAFF

James Hanson Arthur Morin

William Brisebois Laszlo T. Sinko

VETERANS' SERVICES DIRECTOR, VETERANS' AGENT

And VETERANS' BURIAL AGENT

John Savilonis June 2007

WATER DEPARTMENT

Bruce Clarke, Superintendent June 2005

Donald Herbert, Secondary Operator

Holly Murray, Administrative Assistant

WIRING, INSPECTOR OF

Donald Manseau, June 2005

Scott Mansfield, Assistant June 2005

Donald Bourdeau, Alternate June 2007

WORCESTER REGIONAL TRANSIT AUTHORITY BOARD

Cheri Carty, Delegate June 2005

ZONING BOARD OF APPEALS

Charles Wilson, Member Nov. 2004

Michael Seery, Member Nov. 2004

Nicholas Thoma, Alternate Nov. 2004

Joseph Gadbois, Secretary June 2007

Gussie Willett June 2005

William Frangiamore, Chairman June 2005

ZONING ENFORCEMENT OFFICER

Gary Simeone June 2006





ANNUAL REPORT OF THE BOARD OF SELECTMEN

INTRODUCTION

Another busy year has passed and the Board of Selectmen would like to submit the following report to the residents of the Town of Brookfield.

TANTASQUA REGIONAL HIGH SCHOOL APPORTIONMENT

The discussion continued throughout 2004 with other towns in the TRSD concerning the formula used by the school committee to apportion the district's annual budget among the member towns. The Board pressed to have the Department of Education's (DOE) so called recommended formula adopted, which recognizes the different levels of aid provided by the state to towns based on their ability to pay.

In April, the regional school committee voted to use the DOE formula to apportion the FY2005 budget, which saved the town over \$200,000. The Town of Sturbridge contested this decision in December when it filed suit against the district, the other four member towns, including Brookfield, and the Department of Education.

ANNUAL AUDIT

Thomas J. Scanlon, C.P.A. of South Deerfield, MA was engaged to conduct the Annual Audit for the year ending June 30, 2003.

The audit was completed and the management letter and financial statements were given to the Selectmen in June. The management letter was signed and a review of the audit was scheduled. The Board followed up on the recommendations in the management letter by asking departments cited for deficiencies in the report to develop action plans to correct the deficiencies found by the auditors.

In the opinion of Mr. Scanlon, the Town "has come a long way" in the last two years. The records are good and although there are some real estate taxes not collected there is still a variance. As listed in his management letter the Town could still make improvements or corrections in a few areas but the majority of the past problems have been resolved.

The following changes are yet to be made and are currently being addressed by the appropriate departments:

- A more accurate accounting of the bag inventory at the transfer station;
- Backup material for a fencing material invoice;
- Turnover of fees for firearm permits to the State;
- Overdrawn accounts to be taken off the books by appropriation of funds at an upcoming special town meeting;
- The development of a log to record driveway permits.

GRANTS & AWARDS

We are again pleased to announce that a number of grants were applied for and received through the efforts of our grant writer and the cooperation of various department heads. They are as follows:

\$12,000.00 Brookfield Police Department Grant to enable police departments to develop comprehensive Community Policing strategies tailored to address the particular needs of their communities and address crime, fear of crime, and issues that detract from overall quality of life.

\$510.00 Town of Brookfield - through the Selectmen - to purchase signs to be used to announce various Town events and activities and to promote attendance at town meetings and elections.

\$35,000.00 Federal Emergency Management Agency for Assistance to Firefighters Grant Program - in the area of Fire Operations and Firefighter Safety. The Federal share was 90% or \$31,500.00 and the Town's share of the costs was 10% or \$3,500.00.

\$1,500.00 Community Emergency Response Team for emergency response and communications.

\$800,000.00 Community Development Fund I grant under the Community Development Block Grant program for design plans for a standpipe and construction, drainage and repairs to Pleasant and Sherman Streets and Upper River Road.

\$2,500.00 Cooperative Fire Protection and national Fire Plan's Volunteer Fire Assistance Program to purchase four portables radios and five lengths of forestry hose; 50% of the cost to be reimbursed by the Department of Conservation and Recreation and 50% paid by the Town.

\$56,293.00 A one-time payment from the Massachusetts Department of Revenue.

POLICIES ADOPTED OR DEFINED

Road Detail – The Highway Superintendent should inform the Police Chief when roadwork is going to be done; the Police Chief will then determine whether or not a work detail is required. Failure to inform the Police Chief or his designee will result in stoppage of work. Town police details will be billed to the Town.

Signing of Vouchers – The Board voted to authorize the Captain of the Emergency Squad to sign payroll and expense vouchers in the absence of the Chief of the Emergency Squad.

Usage of Town Hall - The current "Town Facilities Use Application" and the "Rules and Regulations" governing the use of the Great Hall and/or Banquet Hall were revised and updated and included a rental fee of \$50.00 per diem and an energy use fee of \$25.00 per diem during the months of November through March, inclusive. The Administrative Assistant may waive the rental fee. The energy fees must be paid by non-profit organizations.

Copies of all policies adopted by the Board are on file in the Selectmen's Office for public observation.

NEW COMMITTEES FORMED

A 100th Anniversary of Town Hall Committee was created to organize an event to celebrate the anniversary of the Town Hall. Mr. Klimavich was appointed to represent the Selectmen on this committee.

A Town Hall Roof Committee was established to develop a Request for Qualifications for an Engineering firm to provide detailed plans and specification and construction administration for the roof repair project. This process was prepared as required under the Designer Selection Law. This committee's charge consisted of advertising for engineers, reviewing proposals, interviewing the applicants and recommending three engineers to the Selectmen. The estimated cost for this project is \$308,000 with a not-to-exceed cost of \$30,000 for engineering services.

The Community Development Advisory Committee, consisting of the Water Superintendent, the Highway Superintendent, a Selectman, the Chief Procurement Officer and a Citizen-at-Large was appointed to oversee the Community Development Block Grant, Standpipe and infrastructure project.

A Highway Garage Construction Committee was formed to develop a Request for Proposals for an Engineering firm to provide detailed plans and specification and construction administration for the Highway Garage Construction project. This process was prepared as required under the Designer Selection Law. This committee's charge consisted of advertising for engineers, reviewing proposals, interviewing the applicants and recommending three engineers to the Selectmen. The estimated cost for this project is \$990,000 with a not-to-exceed cost of \$75,000 for engineering services. This committee consists of representatives from the Selectmen; Advisory Committee; Facilities Development Committee; Highway Superintendent, Building Inspector and five members at large.

INSURANCE COVERAGE

Due to the few claims in its Worker's Compensation Group Pool Coverage, the Town received a reimbursement check in the amount of \$1,854.00 from Massachusetts Interlocal Insurance Association.

The Town received a check in the amount of \$12,077.00 from Provident Insurance Company as partial reimbursement for an 111F Claim. These funds were deposited into the general fund.

The Board elected not to solicit bids this year and awarded the insurance contract to Provident and Massamont. This insurance coverage consists of Property/Crime/Inland/Marine/Hull; General Liability; Automobile; Public Officials Liability; Law Enforcement; School Board Liability; Boiler & Machinery; Umbrella; and Workers' Compensation through Metrogard Insurance. The annual cost for this insurance was approximately \$78,004.

BIDS & RFQ'S SOLICITED

Accountant Software - A new software package was purchased for the Town Accountant following the solicitation of quotations. The Accountant also requested the purchase of \$15,000 for new hardware to operate the system. The software contract was awarded to Vadar for a three-year cost of \$18,970.00 with the purchase of new hardware not to exceed the cost of \$1,500.00.

Town Hall Masonry Repairs – Michael R. Johnson, d/b/a M. Stonework Masonry completed masonry repairs and re-pointing to the entrances and ground perimeter of the Town Hall for the contract price of \$8,200.00.

I-Beam Installation Town Hall – A new steel I-beam was installed in the basement of the Town Hall by Craig Moreau Construction of Brookfield for the contract price of \$2,000.00.

JEPPSON FUND/GREATER WORCESTER COMMUNITY FOUNDATION DISTRIBUTION COMMITTEE

The Board worked with the Greater Worcester Community Foundation (GWCF) during the year to expand the distribution committee and to transfer all fund distribution responsibilities from the Town to GWCF. The Board recommended the appointment of Brookfield residents Amy Law, Jennifer Mills and Brian Rosetti. All were approved by GWCF and participated in the annual distribution of funds to local applicants. The Board also recommended that a fourth vacancy be filled with a youth member. GWCF agreed with the Board's recommendation but there were no applicants for the youth position.

YAHOO GROUP E-MAIL

In order to maintain the spirit and essence of the Open Meeting Law, the Board established a discussion group on Yahoo. The address is set up so that the Selectmen may send and receive mail as a group. The purpose of the e-mail group is to create a public record of the Selectmen's e-mails and an exchange of information with the only exception being confidential information, such as correspondence from Town Counsel. All interested parties may view the contents of this discussion group at any time.

The address is: http://groups.yahoo.com/group/brookfield_selectmen/

COMMUNITY CALENDAR

A Community Calendar has been added to the town's website and is being managed by the administrative assistant.

The calendar is a free version of the "Social Web" calendar system developed by the webmaster at Worcester Polytechnic Institute. The free version being used by Brookfield allows only one person to manage it and that person may schedule up to 20 events/meetings per month.

A more advanced version of the software is available at a cost of \$600. This version allows unlimited users and unlimited events. The advantage of the advanced version is that it would allow all town committee chairs, community groups, coaches, churches, etc. to easily post their events on the town website throughout the year, making the calendar a valuable community resource.

The Board applied to the Cultural Council for the \$600 to purchase the software license, but the application was not approved due to the number of applications and the shortage of funds.

TOWN TREASURER SCREENING COMMITTEE

With the expiration of the Town Treasurer's term as an elected official in May, the treasurer's job became an appointed position per an earlier vote. A screening committee had been appointed in March 2003 to review applicants and submit three candidates to the Board.

Response to the first posting of the position resulted in no qualified candidates. The Board then extended the appointments of the committee to allow them additional time to solicit candidates.

Barbara Mundell, who held the elective office of Town Treasurer, had originally not intended to apply for the appointed position and was serving as a member of the screening committee. After the first round of applicants resulted in no qualified candidates, Mrs. Mundell resigned from the committee and submitted an application for the position.

In June of 2004, the Chairman of the Town Treasurer Screening Committee submitted a letter to the Board, which offered only one nominee.

It was pointed out that the Screening Committee did not meet its charge to deliver three candidates from that the Board could choose from. After some discussion about why no other candidates had stepped forward, it was suggested that the salary might not be competitive enough to attract qualified individuals. The Board then voted to delay making an appointment and to place an article on the warrant for the Annual Town meeting to increase the salary for the position.

Following the defeat of the Article to increase the Salary Account of the Town Treasurer, the original applications were again reviewed. The Board appointed Barbara Mundell to this position for a period of three years.

OTHER STAFFING CHANGES

Animal Control Officer

Resignation, October 31, 2004: William Mansfield

Interim Appointee: Eileen Vitello

Permanent Appointment: Pending receipt of applications through advertising

EMPLOYEE EVALUATIONS

The Board acknowledged that the very public process used in 2003 for employee evaluations was unsatisfactory for a number of reasons, and revised the process to be used this year. Employees under the Board's supervision were asked to complete a self- evaluation form and submit goals and objectives for the coming year.

Upon receipt of these materials, each Board member proceeded to evaluate the employees. Completed evaluations were then forwarded to the Board member who serves as liaison to the employee's department. An evaluation summary was prepared and a meeting/discussion held with each employee. The evaluation was then signed off by the employee and a final recommendation as to the performance of the employee was made at a public meeting of the Board of Selectmen with a motion to accept the evaluation and place it in the employee's personnel file.

EDUCATION AND TRAINING

In 2004 the Board acknowledged the accomplishments of a number of Brookfield employees and wish at this time to congratulate them on the successful completion of these courses:

- Police Chief Ross Ackerman –State and Local Anti-Terrorism Training, Emergency Medical Response Hazardous Materials/Terrorism; Community Policing, SARA and Reducing Youth Violence and Substance Abuse Seminar; Probable Cause Procedures.

- Officer James Lamonthe – Emergency Medical Response Hazardous Materials/Terrorism.
- Town Clerk Linda Lincoln – Certification from the Massachusetts’ Town Clerk’s Association as Certified Massachusetts Municipal Clerk. Emergency Management Director,
- Joe Gadbois – Community Emergency Response Team Train the Trainer.
- Water Department employees Bruce Clark and Donald Hebert – Line Location and Lead Detection Seminar.
- Det. Joseph Magierowski – Establishing effective forensic units for small and medium-sized agencies; Community Policing, SARA and Reducing Youth Violence and Substance Abuse Seminar, Buccal DNA Collection Training; probable Cause Procedures.
- Officer Robert Sweet – Probable Cause Procedures.

TOWN HALL USAGE

Representatives from the West Boylston Correction Facility, under the supervision of the Worcester County Sheriff’s office, arrived at the Town Hall in February to begin renovations to the Banquet Hall and the Kitchen area.

We would like to take this opportunity to thank the Sheriff’s Office for completing this work as a community service project. We would also like to thank Country Curtains, Lenox, MA who donated the draperies and hardware for every window on the first floor of the Town Hall. This was a gift valued at over \$1,600. We would also like to thank Melissa Phillips for her part in securing this donation and her assistance in selecting and installing the window treatments.

MILL STREET PROPERTY

The Phase II Comprehensive Site Assessment and Phase III Remedial Action Plan contract was signed with Metcalfe & Eddy.

The firm of Sherman and Woods, Land Surveying and Engineering of Palmer, MA was hired for a topographical survey of the Mill Street property. The cost associated with this project was \$2,300.00.

PLOWING PRIVATE ROADS

Following the appropriation of money at the Annual Town Meeting to fund the plowing of private roads, the Board voted to authorize the Highway Department to plow Brunell Avenue; Draper Street; Joe Goddard Road; Lane 21; Oak Avenue; Chestnut Street, Forest Street; Lakeside Avenue; Lane 21A and Ward Street.

This will be included as a line item in all future Annual Town Meeting Budgets for approval by the voters.

LAW SUITS

The Board is required to report on all settled, new, or outstanding suits at law involving the Town and to report on the expenditures.

Town of Brookfield vs. Labor Relations Commission (appeal from adverse ruling by the Labor Relations Commission regarding Peter Graupner, Jamie Griffin and Kenneth Hayes). This case was argued at the Supreme Judicial Court in December 2004.

Graupner, Griffin, Hayes vs. Brookfield. This civil suit remains outstanding.

Town of Brookfield vs. O'Clair. This case is a successful Zoning enforcement action brought in the Worcester Housing Court regarding property located at 11 Quaboag Street.

Sturbridge vs. Brookfield et al. A suit against the Tantasqua Regional School District along with the District's other member Towns, including Brookfield, over the District's assessment for its 2005 budget. Sturbridge claims that prior to the 2005 assessment the Towns were assessed based upon their respective pupil enrollments, pursuant to the Regional School District Agreement amongst its various members. This process was discontinued by the District, which then based its 2005 budget on an apportionment formula it claimed was "required" by the Massachusetts Department of Education. Sturbridge claims this new assessment formula is arbitrary and resulted in an increase in Sturbridge's assessment of roughly \$600,000.

Throughout 2004, Town Counsel also advised many Town officials and departments regarding various legal matters, reviewed many contracts for the Town and provided a seminar to Town officials and departments on the public procurement act. Town Counsel advised the Town on town meeting warrants and a debt exclusion vote for the new Highway Department Facility.

SUMMARY OF 2004 LEGAL EXPENSES

Service Category	Hours	Amount Expended
General Legal Services	107.50	\$13,012.00
General Labor Services	24.80	\$ 3,385.50
Police Unfair Labor Practice	159.10	\$21,784.50
Town Hall Roof Repair Project	2.10	\$ 294.00
Highway Garage Project	2.10	\$ 294.00
Board of Health (Wagon Wheel)	6.40	\$ 896.00
Town vs. Severage	2.90	\$ 231.00
Town vs. Ingman, et al.	1.80	\$ 231.00
Town vs. O'Clair	70.10	\$ 1,891.00
Tax Title (Babbs)	1.00	\$ 138.50
Zoning Board of Appeals	0.60	\$ 84.00
Town Meetings	1.00	\$ 140.00
Planning Board	0.621	\$ 87.00
Mill Street Property	12.90	\$ 406.00
Tantasqua	3.70	\$ 832.50
Disbursements		\$ 2,257.27
TOTALS		\$46,118.27

DEPARTMENT HEAD MEETING

In March a Department Head meeting was held to discuss the shortfall in various accounts for fiscal year 2004 and to enable the department heads to prepare articles for the Special Town Meeting to be held in April. These included the expense categories of Group Insurance, Municipal Fuel, Selectmen's Expense and the Community Health Program Accounts. Other issues discussed included the Tantasqua Regional School Apportionment, restructuring payment on the school construction loans, Articles for the Annual Town Meeting, Annual Town Reports, and the failure of residents to affix house numbers to their homes.

TOWN HALL REPAIRS/CONTRACT AWARDS

After reviewing the "Assessment and Estimate of the Brookfield Town Hall Roof" prepared by Chenot Associates, Inc., an article was placed on the Annual Town meeting to approve the expenditure of \$308,000 to fund the repairs. The expenditure was approved and the Board solicited the services of Cathy LaRocca to apply for funding under the Historic Preservation Grant program. To prevent delay of the proposed roof repair, the Board voted to proceed with the solicitation of bids for this project.

A contract for repairs to the Town Accountant's Office was awarded to Craig Moreau Construction in the amount of \$2,980. This work included repairing the fallen ceiling plaster, painting of the walls and installation of a suspended ceiling.

Due to the Town's non-compliance with ADA handicapped access requirements, a contract in the amount of \$4,300 was awarded to Craig Moreau and included replacing some of the floorboards, widening the ramp and adjusting the handrail and any other ADA requirements.

The repairs/update to the electrical service at the Town Hall continued with the acceptance of an estimate in the amount of \$2,440.00 from Automated Electrical Technology Systems, Inc. to furnish labor and materials to remove existing panel board and fuses now serving the building and replace with new panel board and circuit breakers.

CABLE CONTRACT

After requesting numerous extensions, the Board, acting in the capacity of the cable advisory committee, finally signed a 10-year agreement with Charter Communications to provide cable services to the Town. The new agreement stipulates that Charter will pay the Town a total of \$50,000 to be used for the purpose of upgrading equipment and staffing the Town's cable access system.

The Board would like to thank Rudy Heller, Kermit Eaton and John Carty for the exhaustive work they invested in the development and review of this agreement in its early stages.

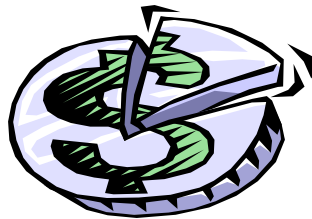
CONCLUSION

The Board of Selectmen would like to close our report by thanking all Department Heads, Employees, Boards, Committees and Residents of the Town of Brookfield for their support and cooperation. We will continue to work to resolve the outstanding issues and to address any new ones that are brought before us in the coming year.

We again would like to stress the importance of volunteers coming forward to work in keeping the Town running and urge all residents to consider expressing their interest in Brookfield by sharing their professional skills and abilities as a member of a town committee.

We also again urge all registered voters to attend any and all town meetings that play an important part in the financial management of the Town and urge anyone who has not registered to vote to do so and attend meetings.

Respectfully submitted,
Beverly A. Lund, Chairman
Robert S. Phillips, Vice Chairman
Joseph J. Klimavich, Clerk



ANNUAL REPORT OF THE ADVISORY COMMITTEE

The Advisory committee recommends an annual budget for the town. It considers and makes recommendations to the town meeting on all warrant articles; it acts as the town's fiscal watchdog; and it manages the town's reserve fund.

Budget and Articles

The Advisory committee worked many hours on the budget for Fiscal Year "2005." With a Special Town Meeting in March and another one just before the Annual Town Meeting, plus all of the articles for these meetings, it was a very hectic spring for the Advisory committee. Articles were submitted for repairs to the Town Hall roof, a new fire truck and a new highway garage; the town's budget could not afford these without drastic cuts in services to the town's residents. Funding for one article was voted to come from the budget, one was defeated, and the other was passed contingent upon a favorable debt exclusion vote, which did pass at the special election, held in September.

Fiscal Watchdog

This year, the Advisory Committee saw that State Aid was somewhat better than the year past. The committee again felt it was sensible to leave as much money in the Stabilization Fund as possible. We felt that 10% in the fund would allow the town a favorable bond rating.

Reserve Fund

FY 2004

The following was voted to be taken from the Reserve Fund:

Veteran's Agent	\$2,000.00
Warrant Book Printing	\$ 264.00
Election & Registration Expenses	\$ 749.00
General Insurance	\$1,000.00
Highway Expenses Account	\$9,082.33
Selectmen Expense Account	\$ 550.00

FY 2005

As of December 31, 2004, no money has been used from the Reserve Fund.

Membership

There were many new faces added to the membership of the Advisory Committee. They are Gerald Johnson, Donald Faugno, and Mike Mills. With regret, the Advisory Committee accepted the resignation of Carl Taylor.

Respectfully submitted,
William Neault, Secretary/Treasurer
Ronald Dackson, Chairman
Barbara Wilson, Vice Chairman
Christopher Merow
Michael Mills
Donald Faugno

Robert Barnes
Gerald Johnson



REPORT OF THE ANIMAL CONTROL OFFICER

I started my duties as of November 2004. My first call was at 11:42 a.m. on November 3rd. The last call received was on December 30th at 7:30 p.m. During my first two months, there were 42 calls!

By-laws fees collected (violations of leash law, etc.) netted a total of \$150. I have been very active in my duties and look forward to the challenge that the year ahead is sure to bring.

Respectfully submitted,
Eileen Vitello
Animal Control Officer

REPORT OF THE ANIMAL INSPECTOR

At the end of 2004, an inventory was completed and forwarded to the Commonwealth of Massachusetts, Department of Agriculture. The inventory was as follows:

Cattle	7
Goats & Sheep	23
Horses	94
Chickens & Turkeys	88
Waterfowl	15
Game birds	8

Respectfully submitted,
William (Bill) Mansfield, Animal Inspector

REPORT OF THE BOARD OF ASSESSORS

Fiscal Year 2004 started calmly enough with the issuance of the preliminary tax bills, and the expectations of moving into supplemental billing in the near future. Our consultant and his field staff were busy completing the work for the triennial revaluation, checking on the status of building permits, and updating property appraisals. As we approached mid-year, however, hitches in the flow of work from many levels, i.e., state and local, slowed the process measurably. Complicating the process was the mandate to bring all our records up-to-date on state-owned property. Because of all these factors, we were unable to put our actual tax bills into the mail in a timely fashion, forcing the town to allow total payment of those bills by the first of May. Fortunately, for most people, splitting the payments quarterly was the most advantageous way to go.

New computer towers were provided and one was installed at the end of the year. The other had to wait for the new, updated program from the software consortium. We continue to serve our community and provide as many open hours to the public that our workload allows.

Respectfully submitted,
Donna Wentzell, Chairman
Brenda McElroy
Philip Peirce, Clerk

REPORT OF THE BY-LAW COMMITTEE

The By-Law Committee had a very slow year in 2004. As mentioned in last year's report, it was the consensus of the Committee that the writing of proposed by-laws does not fall under the Committee's jurisdiction. As a result of this, a number of proposed by law requests were sent back to the various committees asking that they put one together and submit it to our committee for review. To date, the Committee has not received any such requests.

The Committee members were polled to get their input into the possibility of asking the Board of Selectmen to amend the charge to allow us to undertake the task of writing by-laws. This action was taken due to the fact that there was no negative feedback.

The Board of Selectmen has agreed to do this and a rough draft of the amendment will be acted on very shortly by the Board.

It is hoped that once this charge is amendment the Committee will take on the work on preparation of those by laws that have been put on hold. They are as follows:

Scenic Roads Repairs, etc.
Earth Removal (Planning Board)
Capital Improvement Planning Committee - change in length of terms
Recall By-Law
Pre-employment Physicals
Personal Day, Sick Leave, Bereavement with Pay Benefits (Personnel Board)
ATV, Motorized Scooter, etc. By-Law

The Committee was very sorry to receive the resignation of Kermit Eaton who had proven himself to be an asset to the Committee.

Respectfully submitted,
Beverly A. Lund
Barbara Wilson

James Allen
Chief Ross Ackerman



REPORT OF THE LOCAL CABLE ACCESS COMMITTEE

This committee has been planning and researching in order to update the equipment in the cable access studio that is housed at the Elementary School. The general consensus seems to be to get digital equipment. We have meetings set up for early 2005 with a representative of Charter and with other neighboring communities to review what kinds of equipment we should purchase to update our system.

Volunteers:

We are always looking for volunteers and especially need someone willing to volunteer time to help produce programming for the local cable to coincide with our taped Selectmen's meetings.

We would like to find students who would like to learn about video production work. We would like a studio producer to train the students. We need help so that the workload can be shared and so that we can have a diverse cable access providing a good amount of programming for our local viewers.

Our committee has discussed encouraging the local merchants to advertise on one of the broadcast channels. If we do this, we think it would supply us with a little extra money that could be used for equipment and broadcast programming.

Thank you to Dave Holdcraft for always being available to videotape the Selectmen's meetings, to Keith Karrman for updating the local announcements and for Ron Dackson for helping with the broadcasts at the studio.

Please remember, you can always send us information of your group's events by calling or faxing the information to 508-867-0188.

We are always **LOOKING FOR VOLUNTEERS** and **LOOKING FOR YOUR SUGGESTIONS!!**

Respectfully Submitted,

Michael P. Seery

John D. Holdcraft

Keith Karrmann

REPORT OF THE INSPECTOR OF BUILDINGS

Single Family Dwellings	22
Sheds	3
Additions	16
Roofing	12
Garages	13
Windows/Siding	5
Renovations/Remodeling	12
Stoves/Pellet/Wood	3
Pools/In ground/ Above ground	5
Signs	1
Decks	6
Demolition	2
Barns	1

TOTAL 101

Total permit income	\$ 21,847.40
Estimated value on permits	\$4,150,499.00

As you can see, this year the permit count is a little down from previous years even though the department was somehow just as busy (ask anyone standing in line!). The offset income from permit fees has taken care of the department without taxing the general fund, which is all we can really ask for. This coming year looks like a busy one for Gary and myself, there are numerous subdivisions planned (some already approved and going on), and we both are looking forward to the challenge.

I would also like to thank everyone in Town Hall for their help throughout the year. It makes business run much smoother with great people like we have. Thanks and let's have a great new year.

Respectfully Submitted

Jeff Taylor

Inspector of Buildings

REPORT OF THE CAPITAL IMPROVEMENT PLANNING COMMITTEE

This committee is charged with reviewing and then recommending any large capital improvements that the Town needs. The committee met multiple times in 2004 to work on providing the Town options for the property on Mill Street as well as reviewing the needs for the Town Hall roof.

The committee worked to put together the presentations and articles for the warrant for the May 2004 Annual Town Meeting for the townspeople to act on. The roof and the new Highway Garage were approved at that town meeting. The Highway Garage project successfully passed a Proposition 2 ½ Over-ride vote in September of 2004. The committee proposed acquiring, by eminent domain, access to the Town Hall area from Prouty Street and sponsored an article on the April 23rd Special Town Meeting warrant to have the property appraised. This article was defeated.

As was presented, the plan involving the new Highway Garage is in four parts:

- 1) build a new Highway Garage by the end of 2005;
- 2) re-locate the Fire Department into the current Highway garage;
- 3) move the Emergency Squad into the existing Fire Station; and finally, once and for all,
- 4) get rid of the eyesore we've known as the Emergency Squad building.

Respectfully submitted,
Tim Roughan, Chairman

REPORT OF THE CEMETERY COMMISSION

It is with pride that the Brookfield Cemetery Commissioners and Superintendent provide this report for the Annual Town Meeting. During the past year, twenty-one people were interred to the cemetery. We offer our condolences to those who lost loved ones. With the passing of Diane Martell, the Cemetery Commission too lost a true friend. Diane was passionate for her love of history and for preserving this historic landscape. They may all rest assured, knowing that we will maintain their lots with compassion and care.

Our seasonal caretakers, Herb Foley and John Lapointe, returned for another year and did an outstanding job. The commissioners would like to extend thanks also to Herb Chaffee, Donald Herbert and Bruce Clarke for their help throughout the year. Thank you also to Ron Couture, Chairman of the Historical Commission for his assistance in guiding some of our preservation projects.

Did you know that after almost 300 years, the Brookfield Cemetery is on-line? Internment genealogy data is available at www.brookfieldcemetery.com.

This year, the cemetery received \$3,850 in lot purchase fees and \$8,100 in burial fees. In July, the commissioners increased lot fees to \$400 per individual lot. Burial fees were increased to \$500 per traditional burial and \$150 per cremation burial. These fees keep us in line with other neighboring towns.

Following the submission of a grant application, we are pleased to announce that the cemetery has received an anonymous donation in the amount of \$50,000! An additional \$25,000 has also been pledged, provided we are able to raise a matching \$25,000 by May 1, 2006. This will give us a total of \$100,000 to be used specifically for projects outlined in the Preservation & Management Plan developed for the cemetery. Our highest priorities are the preservation of the main gate structure and tree maintenance. If you would like to make a donation towards our \$25,000 match goal, contact Peter Masuzzo at 508 867-4208. Please consider making a donation in memory of a loved one. What a wonderful tribute knowing that you have helped to preserve this beautiful historic cemetery in their memory.

Should you have any question or concerns, contact our Cemetery Superintendent, Mike Seery at 508-867-0471, or any of the Commissioners.

As a reminder, please remove any flowers not in season, including artificial ones. Decorations are only allowed on the main lot gravestone, not on head or footstones. The cemetery is closed from dusk to dawn, and no entry is permitted at night. Finally, please show courtesy to others and not allow pets to roam free while visiting gravesites.

Respectfully submitted,
C. Wayne Yaskoski

Peter N. Masuzzo

John McDavitt



ANNUAL REPORT OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ADVISORY COMMITTEE

This committee was created as a requirement of a grant the town received for Water and Highway Department infrastructure improvements, etc., on the standpipe on Draper Street and drainage and pipe improvements along Pleasant, Sherman, Howard and Lower River Streets. The Board of Selectmen appointed the following: William Scanlan, representative from the Central Mass. Regional Planning Commission; James Allen, citizen-at-large; Herbert Chaffee, Highway Superintendent; Bruce Clarke, Water Department Superintendent; Beverly Lund, Board of Selectmen; and Donna Neylon, Chief Procurement Officer.

The committee convened on Aug. 3, 2004 electing James Allen as chairman and Donna Neylon as secretary. Specifications for hiring an engineer were reviewed and a request for qualifications and bids from interested engineering firms was distributed. Five firms made presentations with the committee ultimately voting to hire Dufresne-Henry of Northampton at an approximate cost of \$110,000.00 with some savings through "in kind services" provide by the Water and Highway Departments.

A schedule of completion times was not available at this time but it was agreed the project would start on Sherman Street. Details will be worked out at future meetings

Respectfully Submitted,
James Allen, Chairman

REPORT OF THE CONSERVATION COMMISSION

Wilfred Steadman, Chair

Members:

Ken Cleveland

Philip O'Toole

Susan Brogan, Secretary

The Conservation Commission met on the second Thursday of each month throughout the year 2004. These meetings began at 7:30pm and were well attended by townspeople with questions pertaining to the Wetlands Protection Act. As needed, members of the Commission performed site inspections at the proposed sites. In addition to these frequent informal questions the Commission ruled on the following:

FY 2004:

Building Sequence Forms signed off: 24 single family houses

Order of Conditions Issued: 10

Public Hearings Held: 15

Determination of Applicability: 5

Amended Order of Conditions: 2

Respectfully Submitted,

Susan Brogan

Secretary, Conservation Commission

REPORT OF THE ELECTED CONSTABLES

All warrants were posted and effected as directed with returns made at no cost to the Town.

In keeping with the Town By-Laws, all fees for constable services are surrendered back to the municipality.

Respectfully submitted,

Joseph Murray

Arthur Tatro

Ross Ackerman

REPORT OF THE COUNCIL ON AGING

During the year 2004, the Council on Aging met ten times.

- We had six foot-clinics with a podiatrist.
- We co-sponsored a "Spirituality and Aging" conference with West Brookfield's Council on Aging.
- We co-sponsored, with West Brookfield, the Medicar Program for senior transportation.
- We co-sponsored an Outreach Worker program with North Brookfield.
- We attended many meetings, conferences, and workshops getting information for seniors.

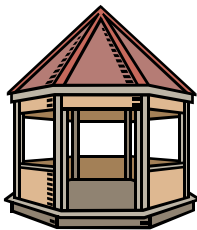
Respectfully submitted,

Lucy Beeman

Barbara Clancy

Marguerite Desmond

Brenda Lague



REPORT OF THE CULTURAL COUNCIL

The mission of the Brookfield Cultural Council is to promote excellence, access, education and diversity in the arts, humanities and interpretive sciences in order to improve the quality of life for Brookfield residents and to contribute to the economic vitality of our community.

Funding for grants and events was obtained from the Massachusetts Cultural Council, the Town of Brookfield, event sponsors and the sale of apple pies and Cat's Meows.

The Brookfield Cultural Council maintained "streamlined" status with the Massachusetts Cultural Council.

In Fiscal Year 2004, the Brookfield Cultural Council, with the Massachusetts Cultural Council, fully or partially funded the following:

- Grade 4 Worcester Art Museum Trip
- "Science Isn't Always Pretty", Brookfield Elementary School
- "What About the Blues", Brookfield Elementary School
- Brookfield High School Reunion music
- Latino Day, Tantasqua
- "Senior Prom", Tantasqua
- "Cow Chip" Festival music
- Two Show Choir festivals, Tantasqua
- "Collage & Eric Carle", Tantasqua

In addition to the LCC Grants, the Cultural Council

- Purchased U.S. flags for Central Street
- Purchased two pop-up fair shelters
- Scheduled and decorated the Town Gazebo
- Organized Brookfield's 7th Annual Christmas House Decorating Contest
- Helped with Sing Along to greet Santa to Brookfield
- Hosted an Eddie Forman Polka Party & four Sunday Evening Concerts with Lou Borelli Big Band, the Heritage String Band, The Millstone Big Band and Brookfield's Lakeside Band
- Designed and offered the new Brookfield Gazebo at Christmas "Cat's Meow"
- Helped with Memorial Day funding and planning
- Loaned out lighting and sound equipment to Centerstage Theater, Brookfield
- Had the Town Hall's piano tuned.

Respectfully Submitted,
William Simpson

REPORT OF THE ELECTRICAL / WIRING INSPECTOR

The following is a compilation of 100 electrical Inspections performed by Donald R. Manseau, Wiring Inspector during 2004.

9	New Residential Services, Upgrades & Repairs
4	New Commercial Services
9	Miscellaneous Installation/Repairs
5	Modular Homes
1	Porch
1	Heating/Cooling Systems
4	Temporary Services
5	New Garages
3	Residential Renovations
4	Additions
3	Swimming Pools
6	Security systems
23	New Single Family Dwellings
1	Housing Court Appearance
1	Response to Board of Health
2	Barns
3	Sub Panels
1	Family Room
1	Commercial Boiler
6	Sun rooms
1	Gas Pump
1	Jacuzzi
1	Temporary Housing Unit
1	Gazebo
1	Garden Shed
2	Cellar Wirings
1	Water Heater

Respectfully submitted, Donald R. Manseau, Wiring Inspector



REPORT OF EMERGENCY MANAGEMENT AGENCY

We held two twenty-hour C.E.R.T.S. (Community Emergency Response Team) training courses for three individuals: Ryan Moore, Joseph N. LaRiviere, Sr., and Sally Benoit.

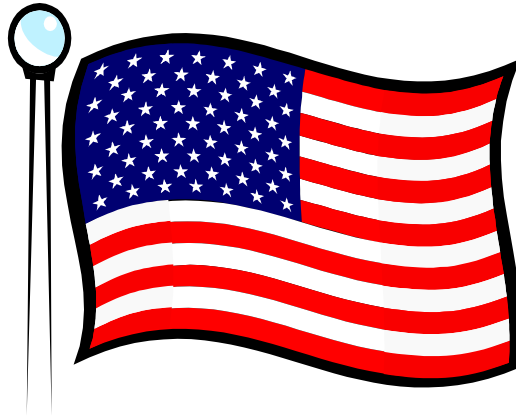
Ryan Moore was sent to us from Tantasqua Regional School for Community Participation. This was part of his High School studies. Ryan attended from February 12, 2004 to May 11, 2004.

Joseph N. LaRiviere, Sr. and Sally Benoit attended from September 22, 2004 to November 2, 2004. They participated at the Apple Country Fair. C.E.R.T.S had a table set up.

The year was uneventful as far as emergencies go. We held our quarterly Emergency Management meetings for the public and no residents attended. The two Emergency Management meetings for the staff members were held with some people attending. An emergency medical call, vacations and sickness kept several individuals from making the scheduled meeting.

The year ended with Quaboag Lake's water level being higher than normal indicating that there will be flooding in the spring of 2005. The water along Route 148 at White's Landing was also higher than normal.

Respectfully Submitted,
Joseph W. Gadbois, Director
Keith Karrmann, Deputy Director





REPORT OF THE FIRE DEPARTMENT

The current membership represents a total of over 218 years of service to the Town of Brookfield Fire Department.

Chief Peter Martell
Captain David Martell
Lieutenant William MacLeod

Assistant Chief Herbert Chaffee
Lieutenant Keith Karrmann
Acting Lieutenant Mark Leonard

Firefighters:

Steve Budnik
Wallace Connor
Donna Lafleur
Scott Baldracchi
Brad Bemis
Richard Phillips
Matthew Graves
Charles Perkins
Andrew Major
Justin Chaffee
Michael Maneggio

Peter Burke
Richard Lamoureux
Brian Ayers
Philip Chaffee
Linda Fortier
Paul Comptois
Michael Vincent
Robert Connor
Jeffrey White
Charles Edgette III

Calls:

Structure Fires – 14
Vehicle Fires – 2
Motor vehicle Accidents – 21
Utility Problems – 4
EMS Assists – 1
Hazardous Materials Incidents – 4

Brush Fires – 6
Illegal Fires – 10
Carbon Monoxide Alarms – 2
Rescues – 3
Unfounded Calls – 11
Investigations – 3

Mutual Aid given to other Towns – 10

Mutual Aid utilized - 1

Total personnel training hours – 1262

Total personnel hours for department upkeep – 913

Total vehicle downtime – 141 hours

Inspections/Permits:

Oil Burning/Storage – 38
Smoke Detector – 71
Open air brush burning – 511

Propane Storage – 23
Blasting – 2

The department received the following grants:

Brookfield Community Club – multi media projector

Jeppson Fund – Communications project

Department of Homeland Security (State) – Communications Project

United States Fire Administration – Communications Project

State Department of Conservation and Recreation - Forest Fire Hose and Communications Project

New personnel:

We welcomed Firefighters Scott Baldracchi, Michael Maneggio, Jeffrey White, and Michael Vincent. WE also welcomed back Firefighter Brad Bemis, who moved back to Brookfield.

Station Repairs:

Through the coordination of the Selectman's office, repairs were made to the station's brickwork. Additional repairs still need to be done and we are in the process of seeking costs estimates for the work.

Communications Upgrade:

In addition to the equipment upgrades noted above, we also obtained a new radio frequency that will allow us to eventually operate on a frequency other than the fire districts mutual aid channel, and utilize one radio to operate internally as well as interact with mutual aid department and other town agencies.

Expanded Facility:

Action at the Annual Town Meeting stated the process whereby, in 2005, the fire department will move a large part of our station-borne operations into the current highway garage. At the same time, the Emergency Squad will move into part of the current Fire Station. Construction of a new highway barn will create solutions to several problems amongst several departments.

New Fire Truck Request Rejected

Also at Town Meeting, voters struck down a request for a new fire truck for the second year in a row, but did put aside a sum of money, \$32,000, toward the eventual purchase of a new truck. The amount approved coincided with the match necessary to be eligible for a federal grant for which the town applied.

Unfortunately, we were notified in November that Brookfield's application for a grant to purchase a new fire truck was not among those approved by the Federal Emergency Management Agency (FEMA) this year.

Requests Will Continue:

The Fire Department will continue to place articles on the Town Meeting warrant until such time as the need for a new fire truck is addressed. When approved, the new truck will replace the 1972 pumper; a truck designed for 25 years of service has now been in service for over 32 years. The 1972 truck is obsolete, unsafe, inefficient, and not recognized by the insurance agency or any fire service organization.

The new truck will also be used as our vehicle crash rescue truck. Currently, we are forced to respond with two vehicles to car accidents to get the necessary personnel and equipment to the scene. With the continued growth in Brookfield, the need to have a reliable means to replace fire apparatus must be addressed.

Equipment:

Administrative problems at the State level delayed the expected grant program for firefighting equipment. This program has been, and will continue to be, used to purchase larger cost items, such as air packs and protective clothing.

Training/Education, Public Awareness, and Other Duties:

As noted above, many hours of departmental upkeep was done in-house, saving the Town thousands of dollars. Training was done both by in-house personnel as well as by other agencies off-site. Personnel performed other necessary duties such as severe weather preparation, severe weather stand-by; clearing snow from hydrants (many residents take it upon themselves to clear hydrants near their homes. This is very appreciated, and also a good idea, as it may take some time for us to do it. I encourage neighbors to work together in this potentially life saving endeavor. A successful open house and in-school fire prevention and public awareness program was held during Fire Prevention Week.

Numbering Houses:

With the continued growth and building boom, I ask that all residents ensure that their homes are well identified with the correct house number. This is imperative for all emergency services to locate you in your time of need.

Respectfully Submitted,
Peter Martell, Fire Chief



REPORT OF THE HIGHWAY DEPARTMENT

Highlights of the year 2004:

The department has made repairs to several problem drainage areas in town. Sub-drainage was installed on Long Hill Rd, Rte 148 North and East Main Street. This involved replacing catch basins, laying drainage pipe and installing head walls and guardrails. Additionally, repair work was done on Devil's Elbow Rd. This work was necessary due to damage to the road's surface caused by beavers backing up the water in the area.

The Highway Department assisted with the installation of the electrical service on the common and the mall by providing all the excavation work and loaming and seeding the area.

Tree work was done in cooperation with Massachusetts Electric Company on Upper River Street. Mass. Electric provided the crews to cut the trees and the highway department provided the labor to cut up and remove the trees.

In the interest of safety guardrails, were installed on Quaboag Street and Lake Road.

The new gas tank was installed near the Highway Garage.

One thousand feet of sidewalk was repaired on River Street.

Spring cleanup included raking of the common and mall, sweeping of streets and sidewalks and repairing of potholes

During the summer months the Common and Mall were mowed and trimmed as needed. Crosswalks and lines were painted.

Fall work included catch basin cleaning, pickup of leaves and preparing the equipment for winter.

Winter keeps us very busy plowing, sanding and removing snow. A FEMA reimbursement in the amount of \$10, 865.00 was obtained for the December 6-7, 2003 snowstorm. This money was used to defray the drain on the snow and ice budget by this storm.

The highway department performs most routine maintenance on all of the equipment. This year a breakdown during a snowstorm necessitated a motor job on the 1978 Mack Dump Truck.

For a detailed explanation of Highway Department expenditures please see the Town Accountant's report. Monthly reports of the Highway Department activities are on file in the Selectmen's office.

In closing, I would like to point out that two full-time employees do most of the work involved in maintaining Brookfield's forty miles of roads. In the future, with the continued growth in Brookfield, it appears inevitable that we need to hire another full-time employee.

I would like to thank Donald Herbert and our part-time employees. Without their assistance we could not possibly accomplish everything that needs to be done. Thank you also to all the other town departments for their help and cooperation during the year.

Respectfully submitted,
Herbert Chaffee, II
Highway Superintendent

REPORT OF THE BOARD OF HEALTH

The Board of Health operated the Municipal Transfer Station and Recycling Center, administered the State Title V regulations, issued permits for septic installers, septic haulers, trash haulers, mobile home parks, food establishments, and beaver dam removals. Yearly solid waste reports were filed and the former landfill site was monitored for pollutants. Housing, food, and septic complaints were investigated and site inspections were conducted. Grant programs were followed up on. Flu shot clinics, rabies clinics, tobacco control, West Nile Virus, and emergency preparedness requirements were fulfilled. Percolation tests were witnessed, septic plans approved, septic system installations inspected, and Title V issues resolved. Operation Clean Sweep was supported.

Respectfully submitted,
Robert Wentzell, Chairman
Timothy McElroy
Joseph Gadbois

REPORT OF THE HISTORICAL COMMISSION

The commission had many new and exciting projects this year. We also had the sad and sudden death of member Diane Martell, who had a wealth of historical knowledge and was a most sincere advocate of the preservation of our town. We are at a great loss without her.

We continue to work with the Cemetery commission implementing the Historic Landscape Preservation Management Plan for the cemetery. We helped in producing plaques designating it a National Register Historic District. The bronze plaques will be dedicated during the Massachusetts Preservation Week in the spring. We continue our efforts to record, restore and preserve the most fragile of monuments and stones in the cemetery.

Our newest member, Pauline Merrick, is working to input information into a new cross-reference database of our historic information and facts about historic personages of the town. Information is also from our files of cemetery names and tombstone epitaphs. Pauline also found a little-known file of stories about Brookfield written by a Brookfield writer and produced for the WPA writers act. They are stored at the Library of Congress and now in the Merrick Public Library.

Work was begun on electronically inputting the site data of each home that has been in the Brookfield Historic Survey for each of the historic districts and houses that have been surveyed but are not in a district. Unfortunately, this important work came to a halt upon the death of Diane, who was entering the information. We will continue on this project as soon as we are able.

In December of 2004 Jean Eaton made a proposal to start an Oral History Project for elderly people of the town. We will be working with high school students in producing the materials. At this time, volunteers to help with this project are Jim Allen and Kermit Eaton – we thank them.

Perhaps our most challenging project is the establishment of a historic trail/walking path connecting Foster Hill in West Brookfield with Cooley Hill in Brookfield via various pieces of old historic roads and pathways. The idea is to follow the markers along the Foster Hill roadway and add more historic markers on the Brookfield side to complete a short history path. The walkway would be named the Quaboag Plantation Path. Eventually it would pass through each of the Brookfields, ending at the Wolcott monument on Slab City Road in East Brookfield.

There is always much more that we do than there is space here to report; these are our most ambitious projects. If you want to help in any of these projects, please contact us.

Respectfully submitted,

Ron Couture, Chairman

Members: Jean Eaton, Pauline Merrick, Jennifer McMillan

REPORT OF THE INSURANCE ADVISORY COMMITTEE

The purpose of this committee is to review insurance options available to the town for its employees. This is only an advisory committee and is to report its recommendations to the selectman.

The town's broker for negotiation presented group insurance variations. After reviewing the complexity of health insurance options the committee decided that the town should stay with its present insurance provider Blue/Cross Blue/Shield M.I.A.

Respectfully Submitted,
Bruce Clarke
Donald Herbert
Paul Sagendorph
Linda Lincoln

Peter Martell
Elaine Gittens
Ross Ackerman



REPORT OF THE MERRICK PUBLIC LIBRARY

TRUSTEES:

Sally Brown, Chair
Linda Barron
Barbara Clancy
Jean Dahler
Barbara Simmons
Barbara Steadman

STAFF:

Brenda Metterville, Library Director
Andrea Faugno, Library Assistant
Faith O'Keefe, Library Assistant
Claudia McNeil, Retired October 2004
Debbie Kirk, Library Assistant
Joan Sagendorph, Substitute
James Hanson, Custodian

The Board of Trustees and the staff of the Merrick Public Library maintain their commitment to provide excellent reference services, timely delivery of inter-library loan materials and reader's advisory service. Citizens are reminded that their tax dollars (at the state level) pays for access to *InfoTrac*, 1000's of full text magazine and newspaper articles—subjects include news, medical, leisure, biographies and much more! Visit the library to learn more about this resource that you can use at home through your internet provider. Inter-Library Loan usage continues to grow with the new Patron Placed Holds, patrons with a CW/Mars library card may select materials and location for pick-up (Brookfield Library). Over 2000 books, DVD's audio's where requested during 2004 through Inter-Library Loan. The Books on Tape collection has doubled in circulation, patrons are encouraged to create a list from catalogs (the library has available) we will order on a weekly or monthly schedule.

The initiative of Food for Fines has met with great success. Patrons are encouraged to donate food to Brookfield's Food Pantry or the Friends of the Library in place of fines. 612 pounds of food was donated through our patrons during 2004! Thanks! Patrons are still responsible for replacing lost or damaged materials. Library materials may be renewed over the telephone and messages may be left on the answering machine.

The successful Friends of the Library continue with their generous monetary and voluntary donations of time and funds. The on-going popularity of the Home Delivery service—every Friday a Friend of the Library delivers library materials to people unable to get out otherwise in the town of Brookfield (even on temporary schedule). The second Annual Christmas FREE photo opportunity with Santa Claus at the library saw about 40 families. Photographs by chair of the Friends, Eileen Roughan, were exceptional. The Friends also sponsor the Library's Summer Reading program. We had great fun with the Birds of Prey and the end of the program Ice Cream Party had over 70 parents and children participating. The foyer of the library now has a custom made bookcase funded by the Friends. Local artisan Paul Kent designed and crafted this beautiful piece.

Books and material donations for the Friends book sale are accepted year round and should be placed in the foyer of the library.

Respectfully submitted,
Brenda Metterville, Library Director

REPORT OF THE MEMORIAL DAY COMMITTEE

Active Members 2004:

William Simpson, Parade Marshall
Madelyn Swanson, Treasurer
Louise Woodward, Assistant Treasurer
Elise Provost, Secretary
Barbara Wilson, Assistant Secretary
Jeanne Lytle, Assistant Secretary

Memorial Day calls upon a united nation to appropriately mark the last resting place of our sons and daughters who saw service while following the flag in times of war.

The Memorial Day Parade was held on Monday, May 31, 2004 in memory of the following Veterans who served our country:

In Memoriam

Michilna Dominique Parker	WWII
Adrian Albert Bruso	WWII
Richard L. Touchette	KOREA
Philip Lloyd Henderson	WWII
Harvey Holland Bennett	WWII
Chester Fred Cheney	WWII
William J. Dufault	WWII
Joseph J. Kwaitkowski	VIETNAM
John Joseph Moriarty	WWII
Lowell Churchill Crouse	WWII
Floyd L. Moores	KOREA

The column left Brookfield Elementary School at 10:00 a.m. and proceeded to the Brookfield Cemetery under the direction of the Brookfield Police Department, the Brookfield Select Board,

the Brookfield Cultural Council and the Parade Marshall. Services were held at the Brookfield Cemetery, and then the column marched to the Brookfield Town Common where services were also held.



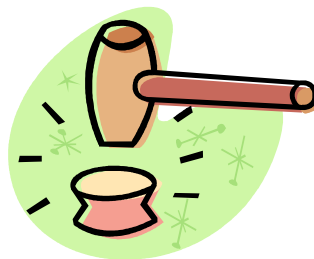
REPORT OF THE TOWN MODERATOR

The moderator presided at the annual and all special town meetings for the Fiscal Year '04 with the exception of the first session of the Annual Meeting. Donald Faugno very ably led that session.

The meetings were conducted according to parliamentary procedure as provided for by local bylaw, state laws, and *Town Meeting Time*, A Handbook of Parliamentary Law, 2nd Edition, published by the Massachusetts Moderators Association.

The moderator remains a member of the Massachusetts Moderators Association.

Respectfully,
James William Allen, Moderator



REPORT OF THE PARKING CLERK AND HEARING OFFICER

During the year of 2004 there were 88 parking tickets issued. The Police Department issues these tickets. There were 5 hearings, held by the hearing officer. The hearings are held on Tuesday evenings between 6:30-7:00 P.M., and are held upon written request by offenders.

Total Receipts to the Treasurer \$1735.00

This includes tickets that were issued in 2004, late fees for tickets that were overdue and past due tickets from previous years.

Respectfully submitted,
Linda M. Lincoln, Parking Clerk/Hearing Officer

PERSONNEL BOARD

The Personnel Board marked the beginning of 2004 with two (2) active members, and concluded the year with two (2). We welcome any who wish to participate in the ongoing work of the board. We meet infrequently when the Board of Selectmen request job descriptions with appropriate grading, and the workload is generally minimal. The pay is low, but the working atmosphere is inspiring.

During this year, this board received job descriptions from the Police department for re-evaluating the grades; this work will be completed early in 2005. We also recommended changes to the Personnel By-Law to the Board of Selectmen.

We continue to serve the town through the Board of Selectmen, and welcome the opportunity to greet new members to the board.

2004 members:

Jill Bertrand

Phil Peirce

REPORT OF THE PLANNING BOARD

In 2004 the Planning Board met nineteen times and acted on a variety of land use issues. Forty-one new or revised lots on existing roads were approved. A Special Permit was granted for a 13-lot cluster development on Molasses Hill Road/Wells Road. The Board approved three preliminary subdivision plans, one on Route 9, one on Rice Corner Road, and one on Molasses Hill Road. A definitive plan and Special Permit application for a 6-lot cluster subdivision on Route 148 was submitted in September and is being processed pursuant to the Town's *Zoning By-Law* and *Subdivision Rules and Regulations*.

The Board proposed two amendments to the Zoning By-Law, one that expanded on the definition of frontage and one that further defined the conditions that must be met for a common driveway to be permitted. The required 2/3 majority at the Annual Town Meeting approved these changes.

The Board also responded to a number of inquiries from the public and other Town officials concerning zoning by-laws and land use. The Central Massachusetts Regional Planning Commission provided the Board with technical assistance on several issues. Town Counsel's advice was sought for some cases. The Board's consulting engineer, John Scannell, reviewed plans and provided guidance on both construction and regulatory issues.

The *Zoning By-Law*, *Subdivision Rules and Regulations*, and *Rules and Regulations of the Planning Board* are available on CD and in hard copy and can be purchased from the Town Clerk.

We expect to have a very busy year in 2005 and will strive to serve the citizens of Brookfield and others who appear before the Board as efficiently and effectively as possible.

Respectfully submitted,

Mary T. O'Connell, Chairman

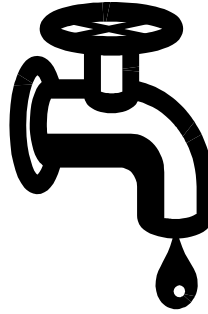
Kermit Eaton, Treasurer

Albert Little, Jr.

Roger D. Mundell, Vice Chairman (resigned)

David Couture, Secretary

Frank Smith (appointed)



REPORT OF THE PLUMBING & GAS INSPECTOR – 2004

Plumbing Permits	50
Gas Permits	36
Finish Inspections	39
TOTAL INSPECTIONS	125

PLUMBING:

New Homes	25
Manufactured Homes	0
Renovations	11
Replacements	9

GAS:

Hot Water heater	5
Ranges	11
Boiler & Furnaces	9
Fireplaces	10
Ovens	1
Dryers	2
Cook-tops	0
Direct Vent heaters	6
Relocate LP Gas Service	3
Pool Heater	1

Manufactured Homes	0
Outside Generator	0

FEES COLLECTED FOR PLUMBING & GAS

\$4,839.00

Respectfully Submitted,
Robert Wall



REPORT OF THE POLICE DEPARTMENT

The year of 2004 was once again an extremely busy year for the Brookfield Police Department. We continue to have an increase in the calls. Our call volume was 6,000+ calls for service. We also continue to lead the area in arrests, criminal applications and criminal motor vehicle stops. The Brookfield Police Department, along with surrounding communities, has been able to lower the number of motor vehicle accident fatalities and serious injury accidents through the support of grants such as “Click it and Ticket” and “You Drink You Drive You Lose”.

The Brookfield Police Department has been involved with many mutual aid calls and has also worked on investigations with the State Police, Secret Service, FSI and several other State and Federal Agencies. We continue to offer services such as property checks while citizens may be out of town. Please make sure to check with your local police department before going away.

Our Officers are highly committed in continued training so that we may provide the best services possible to the community. One of the more recent services that we provide is the program RAD. Rape Aggression Defense (RAD) Systems will be taught to students and citizens who wish to participate.

You may call the Police Department if you are interested in learning more about this program. Please feel free to call the Brookfield Police Department if you have any questions or concerns. We strive to serve and protect the citizens of Brookfield so that we may enhance the quality of life in our community.

We would all like to thank you for your continued support and generous contributions.
God Bless Our Troops.

Respectfully submitted,
Ross Ackerman, Chief of Police

REPORT OF THE SAFETY COMMITTEE

It is the responsibility of the Safety committee to be concerned with improving employee safety and citizen safety on a town-wide basis. These responsibilities include the elimination of hazards throughout the Town in public buildings, on highways, on sidewalk and in town-owned buildings as well. In addition, the Committee reviews all requests for additional, deletions and/or changes to speed zones, stop signs, parking zones, etc. The Committee’s findings and recommendations are then referred to the Board of Selectmen for action.

The following issues were forwarded to the Board of Selectmen and recommendations were made:

- Request to address traffic problems in the area of the Leo residence – The Committee recommended that a blind driveway sign be purchased by the Leos’ through the Highway

Department, that the sign be installed by the Highway Department on the south side of the driveway in the northbound direction when weather allows and the vegetation in the area be evaluated and cleared if necessary;

- Installation of a street light and signage at Route 148 bridge over the Quaboag River – Recommendation of a curved “lay of the road” sign south of the bridge, facing northbound, location to be determined by the Highway Superintendent’
- General safety in and around the Town Hall – Due to snow and ice build up on the roof, the Committee voted to recommend that the Board of Selectmen consider a canopy of some type over the area immediately outside the handicap ramp door to prevent obstruction by falling snow/ice; to make improvements to the interior lighting at the three egresses of the Town Hall; to employ the use of portable signage in front of the town Hall at all egresses during the winter months to notify individuals of “falling snow/ice” and to ask the Town Hall Roof Repair Committee to include in their Request for Quotations the installation of snow/ice barriers wherever necessary on the roof to prevent falling snow/ice during the winter season.

General discussions held by the Committee included the review of the Special Detail policy adopted by the Board of Selectmen on February 3, 2004. The Highway Superintendent and the Chief of Police agreed to work together to plan roadwork and the steps necessary for signage, details, etc. during construction. Mr. Chaffee will add a line item to his Fiscal 2005 budget to fund such details. The Highway Superintendent will also advise the Police Department of routine work such as snow pickup to allow for the determination as to whether a Police Officer is required to insure the safety of the employees, pedestrians and motorists.

It was noted that plowing of snow across public ways is still occurring during snowstorms. There is a Town By-Law prohibiting this action and the Police Department will enforce and cite offenders violating this By-Law.

In closing, the Committee would like to urge the public to contact the Board of Selectmen regarding any and all safety issues/concerns they may have which might come to their attention. This will allow the Selectmen to refer these issues/concerns to the Safety Committee for its review and recommendations to alleviate any safety hazards.

Respectfully submitted,
Selectman, Beverly A. Lund, Chairman
Fire Chief, Peter Martell, Secretary
Water Superintendent, Bruce Clarke
Highway Superintendent, Herbert Chaffee, II

Police Chief, Ross Ackerman
Joseph LaRiviere, Sr.
EMS Chief, Donna Lafleur



ANNUAL REPORT OF THE SCHOOL DEPARTMENT

For the Year Ending December 2004

School Committee

William Gillmeister, Chairman	Term expires 2007
Patricia Sinko, Secretary	Term expires 2006
Christine Hurley	Term expires 2005

Superintendent of Schools

Dr. Kathleen H. Reynolds	320 Brookfield Road, Fiskdale	347-5977
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Associate Superintendent

Daniel G. Durgin	320 Brookfield Rd., Fiskdale	347-3077
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Assistant Superintendent

Katharine Fitzgerald	320 Brookfield Rd., Fiskdale	347-3077
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Business Manager

Deborah Boyd	320 Brookfield Rd., Fiskdale	347-3077
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Special Education/Pupil Services Director

Dr. Deborah Nowers.	320 Brookfield Rd., Fiskdale	347-3560
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School Physician

Jeanette Tokarz, M.D.

Principal

Carolyn Wallace	867-8988
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Secretary

Janice Zielinski	867-8988
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School Nurse and Supervisor of Attendance

Elaine Gittens, R.N., B.S.N.	867-8988
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School Enrollment as of October 1, 2004 (includes School Choice students)

<u>Grade</u>	<i>Pre-K</i>								
Elem.	<u>Pre-S</u>	<u>K</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>Total</u>
	37	42	32	39	26	50	55	43	
	324								
<u>Grade</u>			<u>7</u>		<u>8</u>				
TJHS			44		37				81
<u>Grade</u>		<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>PG</u>			
TSHS46		46	44	26	26				142
<u>Tech.Div.</u>			14	7	11	11			<u>43</u>
Total Enrollment									266

Town of Brookfield
SALARIES – BROOKFIELD ELEMENTARY SCHOOL

<u>Name</u>	<u>Position</u>	<u>2003-2004</u> <u>Salary</u>	<u>2004-2005</u> <u>Salary</u>
C. Wallace	Principal	\$75,000.00	\$77,250.00
P. Achilles	Teacher	52,204.20	56,081.91
C. Allen-Start	Teacher	52,204.20	53,502.48
M. Bek	Teacher	57,693.24	59,141.34
P. Boucher	Teacher	58,953.24	60,461.34
E. Brown	Teacher/Music	57,693.24	59,141.34
M. Casey	Teacher	31,620.00	33,649.57
N. Corbeil	Teacher	54,768.72	56,141.91
E. Davol	Moderate Special Needs	54,828.72	56,201.91
E. Dwyer	Teacher	51,964.20	53,262.48
K. Erikson	Teacher/Art	55,248.72	59,141.34
C. Forgit	Teacher	52,719.72	59,141.34
B. Gibson	Teacher	44,761.68	45,885.20
M. Gillotti	Teacher (Spanish) 38%	15,875.32	16,273.79
E. Gittens	School Nurse	38,299.26	39,260.57

J. Gittins	Psychologist	57,873.24	59,321.34
T. Goyette	Teacher/Phys. Ed.	51,784.20	53,082.48
D. Dodds	Long Term Sub Computer	31,271.30	33,649.56
L. Hyde	Tchr/Sped Union 61 Tuition	54,708.72	56,081.91
D. Kane	Special Needs	54,708.72	56,081.91
J. Labuski	Teacher/70% CPC Grant/School	29,244.01	29,244.01
B. Mansfield	PreK Sped	49,735.20	50,983.55
D. Marchessault	Title I (Fed. Funds)	18,650.70	38,237.67
J. Monahan	Teacher	46,750.68	47,924.13
D. Morin	Teacher	41,777.16	42,825.77
C. Plumb	Teacher) 44% FY04 (French)	15,672.10	20,189.49
S. Nagle	Teacher	41,777.16	47,924.13
A. Sanborn	Teacher	58,353.24	59,861.34
M. Snyder	Teacher/ Remedial	57,693.24	59,141.34
A. Stevens	Teacher/ Incl. (Grant)	35,618.40	38,237.67
G. Vermette	Teacher	54,828.72	56,201.91
K. Carey	Teacher	52,024.20	53,322.48
T. Resseguie	SPED		32,413.66
M. Sullivan	Speech		38,237.67
M. Bechtholdt	Teacher/Speech 50%		18,650.70
L. Cordaro	Teacher/Speech 50%		12,777.27
D. Brothers (Tn, Grant)	Integration Aide	11.75	12.04
S. Gillen	Integration Aide	11.99	12.29
K. Hayes	Resource Aide/K (Tn, Grant)	12.34	12.65

M. Hood	Instructional Aide	16.50/hr	
J. Lytle	Resource Room Aide	11.99	13.03
L. McGovern	Part Time Secretary	12.71	
C. Parker	Instructional Aide	17.34	17.77
M. Simmons	SPED Aide	11.75	12.04
R. Straight	Instructional Aide/SPED	17.34	17.77
M. Young	Kindergarten Aide	12.71	13.03
E. Bergmann	Teacher Aide		9.00
J. Zielinski	Secretary	16.78	17.20
H. Achilles	Head Custodian	17.53	17.97
R. Bouchard	Custodian	10.04	10.29
J. Juda	Custodian	10.04	10.29
R. Young	Custodian P.T.		7.50

Town of Brookfield
TEACHERS IN SERVICE – BROOKFIELD ELEMENTARY SCHOOL

<u>2003-2004</u> <u>POSITION</u>	<u>NAME/COLL./DEGREE</u>	<u>TEACHING EXP. IN</u> <u>BRKFIELD AS OF 6-30-04</u>
Principal	Carolyn Wallace	1
Kindergarten	Elizabeth Dwyer	B.S., Fitchburg State 14
Grade 3	Belinda Gibson	M.ED., Worcester State 9
		B.A., Anna Maria
Grade 1	Pamela Achilles	B.S., Gorham State 35
Grade 1	Angela Sanborn	M.Ed., Lesley College 26
		B.S., Worcester State
Grade 2	MaryAnne Bek	M.Ed., Worcester State 20
		B.S., Worcester State
Grade 2	Nancy Corbeil	B.S. Worcester State 15
Grade 4/Title I	Jean Monahan	B.S., Bridgewater State 7
Grade 3	Christine Allen-Start	B.S., Worcester State 17
Grade 4	Gail Vermette	B.S., Westfield State 18
Grade 4	Patricia Boucher	M.A., Worcester State 34
		B.S., Worcester State
Grade 5	Donna Morin	B.S., Worcester State 7

Grade 5	Suzanne Nagle	B.S., Worcester State	10
Grade 6	Karen Carey	B.A., U. Mass.	17
Grade 6	Claudia Forget	M.Ed., Worcester State	14
		B.S., Worcester State	
Mod. Spec. Nds	Elizabeth Davol	M.A., Assumption College	27
		B.S., Wheelock College	
Computer	Diane Dodds	M.A. Lesley College	1
LTS		B.A. UMass	
Sch. Psych.	Julie Gittins CAGS	Worcester State	18
		M.A., Clark Univ.	
		B.A., Bennington College	
Rem. Reading	Marjorie Snyder	M.S., Central Conn.	17
		A.S., Fisher Jr. College	
Art	Karen Erikson	M.Ed., Worcester State	19
		B.A., Bridgewater State	
Physical Ed.	Thomas Goyette	B.S., Bridgewater State	17
Title I	Mary Casey	B.S., Salem State	2
Sped – K	Barbara Mansfield	B.S., Boston Univ.	10
Un. 61 SpEd	Lori Hyde	M.Ed., Harvard Univ.	8
		B.S., Univ. of Michigan	
Music	Eva Brown	M.A., Univ. of N.H.	2
		B.M., Notre Dame College	
Un. 61 PreSchool	Janice Labuski	B.S., Worcester State	7
Computer	Timothy Quinn	M.Ed., Lesley College.	4 LOA
		B.A., Syracuse Univ.	
Special Needs	Diane Kane	M.Ed., Fitchburg State	5
		B.A., Keene State	
Spanish	Monique Gillotti	B.S., Framingham State	5
French	Carol Plumb	B.A., U. Mass.	5
Inclusion	Andrea Stevens	B.A., North Adams State	3.5
Title I	Danielle Marchessault	M.Ed., Lesley College	1.5
		B.S., College of Charleston	
Speech	Mary Bechtholdt	M.A., Michigan State Univ.	1
		B.A. Assumption Coll.	
Speech	Lee Cordaro	M.S. Worcester State	.5
		B.S. Worcester State	

Town of Brookfield
FINANCIAL REPORT FOR 2003-2004

School Appropriation July 1, 2003 – June 30, 2004	\$2,430,859.00
Miscellaneous Receipts & Reimbursements	.00

Expenditures:

School Committee	\$ 2,094.68
Superintendent's Office	68,646.15

Instruction:

Principal's Office	123,391.44
Teachers' Salaries	923,907.01
Teachers, Substitutes	12,740.00
Supplies & Materials	15,370.00
Aides Salaries	13,472.63
Professional Development	35,094.60
Special Education Salaries	345,825.44
(Perceptually Handicapped & Speech)	
Supplies & Materials – Sp.Ed.	3,662.14
Textbooks/Sp.Ed.	-----
Textbooks	9,881.22
Technology Services	33,901.03
Library Services	162.12
Audio Visual	-----
Guidance Services	58,623.55
Psychological Services	5,929.54

Other School Services:

Health Services	41,263.91
Pupil Transportation	136,678.90
Pupil Transportation	128,328.66
(Special Education & Phys. Handicapped)	
Field Trips	-----

Operation and Maintenance of Plant:

Custodial Salaries	78,581.77
Supplies & Materials	6,746.57
Fuel	15,212.73
Utilities - School	55,042.46
Maintenance of Grounds	3,951.01
Maintenance of Buildings	1,842.17
Maintenance of Equipment – School	15,665.65

Acquisition of Fixed Assets:

Equipment – School	.00
Equipment – Sp.Ed.	.00
Equipment – Library	.00
Replacement of Equipment – School	.00

Programs with Other Districts & Schools:

Special Education	126,455.25
Vocational	<u>10,812.00</u>

Total Appropriation Expenditures July 2003 – June 30, 2004 \$2,279,935.00

Estimated Reimbursements:

Chapter 70	\$1,308,158.00
Chapter 71	.00
Chapter 76	<u>.00</u>

Total Appropriations Est. Reimbursements \$1,308,158.00

Total Expenditures	\$2,279,935.00
Less Total Estimated Receipts	<u>1,308,158.00</u>
Cost to Taxpayer	\$ 971,777.00

Town of Brookfield
2004-2005 Budget

Administration	\$ 81,281.00
Instruction	1,681,955.00
Other School Services	276,423.00
Operation & Maintenance	204,900.00
Acquisition of Fixed Assets	.00
Program with Other Districts, Regional and Private Schools	<u>186,300.00</u>
Total Appropriations 2004-2005	\$2,430,859.00

Special Needs Programs Included in Budget:

2000 Instructional	\$ 382,598.00
3000 Other	105,000.00
7000 Equipment	.00
9000 Programs with Other Districts	<u>186,300.00</u>
	\$ 673,898.00

**REPORT OF THE PRINCIPAL
BROOKFIELD ELEMENTARY SCHOOL**

2004 was a productive year for staff and students at Brookfield Elementary School. We were able to focus on both academic and behavioral goals that had positive effects on the daily life at the school. Academically we focused on curriculum, instruction and assessment. Behaviorally we

concerned ourselves with character education and helping students take responsibility for appropriate behavior in all areas of the school.

We were lucky this year to have our professional development time augmented by eight early release days. On these days, the students went home at lunchtime but the staff worked industriously through the afternoons. We began by examining student work to help us clarify areas of need. We determined that the focus of our work needed to be improving reading comprehension for all students in all subject areas. Therefore, we spent our time reading professional materials and increasing our knowledge and skills about the variety of strategies that effectively improve reading comprehension. Our third and fourth grades also piloted a new approach to reading, which included having more adults in the room working on skills with smaller groups of children. This has been exciting work as teachers shared current best practices from their classrooms and we explored new ideas together.

The district instituted new assessment programs this year, which have helped us to move forward to improve the success of our students. This year we implemented the STAR reading and math computerized testing program. This allows us to check students' growth throughout the year and from year to year. We also implemented individual performance assessments in reading and writing. This was the information we used to focus our professional development. We will be implementing math exemplars in 2005 to help us understand the math knowledge of our students. All of this information will help us create profiles of strengths and weaknesses for all of our students as we work to improve instruction and student success.

Along with this academic work, we have also been concentrating on improving the climate of the school. We now start each day with a short message from *Project Wisdom*. These messages concentrate on character issues such as doing your best in school, controlling your anger, treating each other with respect and accepting differences in others. The messages contain quotes from famous people and famous sayings, as well as reminding students to "have a good day or not ...the choice is yours." These messages tie in with our new Special Kids program that reminds students to be Safe, Productive and Kind in every area of school.

We were also fortunate to be the recipients of two competitive grants to help with our work toward creating a positive community climate in the school. The first was an award from the Jeppson Memorial Fund and the Greater Worcester Community Foundation. This grant allowed us to work with a consultant to improve adult responses to behavior issues at recess and to purchase games and materials to increase students' active participation in recess activities. We also received additional money to help us investigate and implement a school wide discipline program, which we hope to have in place for the 2005/2006 school year.

This year was also filled with many important projects and events. Several groups of students worked on Community Service Learning projects sponsored by the Tantasqua Regional School District. There were five projects funded at BES; learning about journalism and writing for the school newsletter and the Brookfield Citizen, learning about healthy foods, collecting and recycling over two thousand pounds of waste paper, learning about solid waste recycling and creating math games and activities for a Family Math Night. Also, the band and chorus continued to perform at well-attended concerts. And many people enjoyed the productions of *Charlie and the Chocolate Factory* and *Paint the Town December*. In addition, the computerization of the library is well under way and should be completed early in 2005 thanks to Diane Nichols, Tracey Simonelli and many other parent volunteers. This project was funded by prize money from The GAP for Kids that the Merow family won for us last year.

2004 was another busy year here at Brookfield Elementary School. Some projects were finished and new ones were started. It will be interesting to see what 2005 brings as we all continue to work hard every day to support each other and be the best we can be.

Respectfully submitted
Carolyn Wallace, Principal

ANNUAL REPORT OF THE SUPERINTENDENT OF SCHOOLS – 2004

Union 61 and Tantasqua Regional School Districts

Brimfield	Brookfield	Holland	Sturbridge	Wales
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MISSION

The School Committees and staffs of the Tantasqua Regional and Union 61 School Districts continue to live out the mission of *“providing programs that promote students’ academic, civic, social, emotional and physical development.”*

ACCOMPLISHMENTS

One aspect of success in the realization of this mission is evident in increased levels of student achievement. MCAS and SAT scores are up across the board. Yes, we do have some elementary school issues where achievement has been a concern for many years, but in those schools the trend lines are definitely in the right direction. There are many reasons to celebrate.

One of those reasons is that state assessments in Mathematics at the elementary levels are an unparalleled success story. In Math, one fifth, or 20%, of **Brimfield’s** fourth graders and 24% of the sixth graders scored in the Advanced category. At **Burgess Elementary School**, 24% of students at grade four scored Advanced in Math, and a phenomenal 41% in grade six! This should be compared with 17% of students statewide achieving the Advanced category in Grade 6 Math.

Brookfield’s initiatives in Mathematics are also paying off. Comparing 2004 data with 2003, the percentage of students scoring in the Warning category in the fourth grade dropped from 23% to 10%; and in the sixth grade from 23% to 14%. **Holland’s** and **Wales’** work on early literacy is also reaping benefits for students, with all of **Holland’s** third graders scoring above the Warning category, something no other school accomplished this year, and with **Wales** moving from 47% of grade three students in the Proficient category in reading in 2003, to 59% in 2004.

At **Tantasqua Junior High School**, grade 8 performance on the Science MCAS went from 5% of students scoring in the Advanced category to 18%; with a corollary drop in the Warning category from 23% to 10%. At **Tantasqua Senior High School**, the increase in the Advanced status went from 2% to 9% on Grade 10 English Language Arts, with a drop in Warning from 28% to 11%. In grade ten Mathematics, again, an outstanding representation by students in the Advanced category, with 32% of our students making that mark. The failure rate on this exam went from 25% in 2003, to 8% in 2004.

All of these faculties and their administrators deserve the most sincere congratulations and gratitude for their hard work on behalf of our youngsters.

Something else to really celebrate is the average SAT scores at **Tantasqua Senior High School** for last year's seniors. In Verbal, it was 530, compared to a 518 average for the state and 508 for the nation. The story with math SAT's is even more impressive, with a 547 for our high school, compared to 523 for the state and 518 for the nation. Clearly, students served in the Tantasqua / Union 61 school family are flourishing, thanks to everyone's collective efforts.

CHALLENGES

There continues to be an unacceptably high level of youngsters coming into the junior and senior high schools unable to do grade level work in Mathematics. This year, extra professional development time was provided to staff. This time is meant to review information about students' strengths and weaknesses, to plan instruction designed to address identified needs, to implement that instruction, and then to reassess the success or failure of that intervention and begin the process again. Student achievement data over time will attest to the value of providing professionals with time to talk with one another about best practice and research-based ways of increasing achievement at all levels.

CURRICULUM & INSTRUCTION

In the area of Curriculum and Instruction, the system has begun a comprehensive review and revision of the Social Studies curriculum in order to bring the local document into alignment with the new Massachusetts Curriculum Frameworks for History and Social Sciences. This work will be completed by August 30, 2005. A similar review and revision of the English Language Arts curriculum has begun and is scheduled for completion by August 30, 2006. A plan for formative assessments in writing, reading and mathematics has been implemented. This provides teachers and administrators with information about how students are achieving relative to peers from across the nation. Information from formative assessments can be in teacher's hands quickly and easily so that instruction can be adjusted for individual students' needs. To date, local assessments have been given in Reading, Writing and Mathematics in grades K-8.

PROFESSIONAL DEVELOPMENT AND RELATED INITIATIVES

Additional release days have allowed increased opportunities for teachers to meet, review achievement data from all assessments and adjust instruction to meet student needs. These early release days also allow for groups of teachers and specialists to complete mandated training and skill development. A Faculty Senate has been created: this is a consortium of teacher leaders and administrators from all the schools; the charge of this group is to advise on professional development needs to better respond to teachers' individual and collective needs. Teachers have the opportunity on a weekly basis to improve their knowledge and skill with the use of technology as tutorials have been set up in each school. Each teacher or guidance counselor new to the district has had a full year of mentoring from a more veteran colleague. The nurses met and prepared the first ever, Health Protocol and Procedure Manual to promote a consistent approach PreK-12 to student health issues. The nurses also did a correlation of MCAS performance with student health issues. A district newsletter has been implemented since September 2004. This information tool is shared with all employees, school committees and town officials.

OTHER MATTERS

The issue of town assessments for the regional school district continues to be a matter of debate and controversy. Following the Commissioner's ruling that the "DOE formula" had to be adopted, the Tantasqua Regional School Committee voted in March of 2004 to adhere to this directive. Since then the leadership of the Town of Sturbridge have chosen to pursue litigation with regard to the matter. Hopefully, in the not too distant future, the issue will be resolved, bringing a sense of closure on the assessment issue to the regional communities and, thereby, allowing staff and citizenry to give full attention to students and their needs. In the meanwhile, the staff and School

Committees of the Tantasqua Regional and Union 61 School Districts stay primarily focused on the mission and goals of the organization, and remain appreciative of the opportunity to serve our member communities.

Respectfully submitted,
Kathleen H. Reynolds, Ph.D.
Superintendent of Schools



REPORT OF THE TAX COLLECTOR							
	Uncollected 6/30/03	Commitments (+)	Exemptions & Abatements (-)	Collections (-)	Refunds (+)	Transfer To Tax Title (+)	Uncollected
REAL ESTATE							
2004		2,978,771	19,755	2,841,824	2,731		119,924
2003	113,280			44,612		9,399	59,269
2002	79,820			24,714		12,257	42,848
2001	26,169			1,770		3,665	22,504
2000	16,351			1,823			14,528
Prior Years	94,527						94,527
PERSONAL PROPERTY							
2004		71,374	870	82,922			(12,418)
2003	916						(533)
2002	1,767						1,469
2001	1,903						1,903
2000	949						949
Prior Years	7,521						7,521
M.V. EXCISE							
2004		331,943	6,705	261,597	3,780		67,421
2003	42,232	59,293	5,106	84,820	3,751		15,350
2002	25,606		371	12,285	371		16,321
2001	6,435			2,380			4,055
2000	6,251			2,054			4,197
Prior Years	29,044			672			28,372
ROLL BACK TAXES	NONE	2,296		2,296			-
PARK FEES	NONE	39,264		39,264			-
FARM ANIMALS		469		469			65
LIEU OF TAXES	NONE	441		441			-
RESPECTFULLY SUBMITTED, LOIS MOORES, TAX COLLECTOR							



Microsoft Excel
Worksheet

REPORT OF THE TOWN CLERK

The year of 2004 was an extremely busy year with many changes. There were five Elections, one was a Debt Exclusion Election that passed successfully, that will allow the town to construct a new Highway Garage. The year concluded with the Presidential Election.

We also had same- sex marriages become legal in Massachusetts. For this I attended a training session and received new guidelines on issuing marriage licenses, by the Governor's legal council.

This year I received the title of Certified Massachusetts Municipal Clerk. I qualified by attending education classes sponsored by the Secretary of State Office, Massachusetts Town Clerks' Association, Worcester City and Town Clerks' Association and various State Agencies and successfully completed a final exam. This was accomplished through the continuing support of my family and the residents of Brookfield.

I'm now working towards becoming an Internationally Certified Municipal Clerk. This designation is through the International Institute of Municipal Clerks. I have been an active member since 1997.

During the year many laws have changed that ultimately changed the way I do things. I've had a lot to learn and a lot to contend with, but being in the position that I hold, my duties were performed in a professional manner.

VITAL STATISTICS

Births	28
Marriages	13
Deaths	35

DOG LICENSES

381	Issued
8	Kennels

Monies turned over to the Treasurer were for dog licenses, kennel licenses, dog pound, late fees from dogs, marriage intentions, certified copies of vital records, town by-laws, business certificates, homestead filings, genealogy research, residents' lists, raffle permits, reimbursement from the state for UCC filings and Zoning By-Laws.

Total Receipts to the Treasurer \$6,821.67

REPORT OF THE BOARD OF REGISTERS

The Annual Town Census was taken in January and February; the following figures were compiled:

Total Residents:	3,191		
Total Registered Voters:	2,144		
Democrats	470	Republicans	285
Un-enrolled	1,364	Libertarian	19
Green-Rainbow	1	Green Party USA	3
Socialist	1	Inter. 3 rd Party	3

Once again, please allow me to take this opportunity to thank the residents of Brookfield for their continuing support.

Respectfully submitted, Linda M. Lincoln, CMMC

REPORT OF THE TOWN TREASURER

Fiscal Year Ending June 30, 2004

Banknorth	\$	574,038.77	Depository Account
Banknorth	\$	845,121.95	Money Market
Banknorth	\$	95,151.96	Special Revenue Accounts
Banknorth	\$	435,976.91	Stabilization Account
Boston Safe Deposit & Trust	\$	45,284.22	Money Market
North Brookfield Savings Bank	\$	310,228.90	Depository Account
North Brookfield Savings Bank	\$	30,629.86	Special Revenue Accounts
North Brookfield Savings Bank	\$	1,578.65	Trust Funds
Solomon/Smith Barney	\$	244,669.80	Stabilization Account
Solomon/Smith Barney	\$	146,813.66	Various Trust Funds
Cash on Hand June 30th 2004	\$	2,729,494.68	

School Bond Issue

June 30th 2003	\$	3,260,000.00
Payments	\$	(280,000.00)
Debt Outstanding	\$	2,980,000.00

PAYROLL

<u>Name</u>	<u>Position/Department</u>	<u>Wages</u>
Abair, Nicholas	Police Department	\$8,268.78
Achilles, Harrison	School/Head Custodian	\$36,088.33
Achilles, Pamela	School	\$52,399.88
Ackerman, Melissa J.	Police Department	\$1,381.96
Ackerman, Ross	Police Chief	\$45,290.17
Afton, Gregory C.	Town Hall Custodian	\$1,554.20
Allen, David	Police Department	\$120.00
Allen-Start, Christine	School	\$53,179.03
Anderson, Terry L.	EMT	\$4,787.24
Anderson, Edward L.B.Jr.	Schools	\$97.50
Armstrong, Helen	Elections	\$248.00
Ayers, Brian	Firefighter/EMT	\$5,571.35
Baldracchi, Scott P.	Firefighter	\$200.76
Baribeault, Janeth	Elections	\$279.45
Barnes, Robert R.	Water Commissioner	\$510.00
Bechtholdt, Mary E.	School	\$13,723.21
Bek, Mary Anne	School	\$49,525.16
Bemis, Amy E.	EMT	\$125.45
Bemis, Brad W	Firefighter/EMT	\$1,539.16
Benoit, Louise E.	Accountant	\$31,553.10
Bergman, Beth A.	School	\$814.50
Besse, Kim	School	\$3,341.25
Biskup, Matthew P.	School	\$562.50

Bouchard, Richard G.	Custodian/School	\$19,725.63
Boucher, Patricia	School	\$6,449.93
Boucher, Victor	Police Department	\$5,885.92
Boza, Thomas	School	\$3,405.00
Branconnier, Michelle L.	School	\$55.00
Bray, Linda	Paramedic	\$513.72
Brisebois, William F	Landfill	\$4,707.64
Brothers, Dianna	School	\$9,342.09
Brown, Eva S.	School	\$59,663.44
Budnik, Steven J.	Firefighter	\$1,539.14
Burnham, Debra	Elections	\$119.00
Burque, Peter A.	Firefighter	\$524.34
Carey, Karen	School	\$51,876.56
Carter, Gail L.	Elections	\$42.18
Casey, Mary E.	School	\$12,017.85
Chaffee, Justin L.	Highway Department	\$200.76
Chaffee, Philip A.	Highway Department	\$991.92
Chaffee, Herbert A II	Highway Super/Firefighter	\$42,555.95
Charpentier, Roger J. Jr.	Water Commissioner	\$760.00
Charron, Elizabeth M	School	\$4,836.00
Clarke, Bruce	Water Super/Highway Department	\$42,321.59
Cloutier, Christa A.	School	\$487.50
Collins, Rosemary	School	\$15,650.42
Comptois, Paul G	Firefighter	\$430.94
Condee, Ralph W.	School	\$65.00
Cone, Joshua	EMT	\$3,078.39
Connor, Robert S	Firefighter / EMT	\$1,573.84
Connor, Wallace L. Jr.	Firefighter	\$524.34
Corbeil, Nancy L.	School	\$54,464.29
Cordaro, Lee A.	School	\$5,367.13
Couture, John M	Alternate Bldg Inspector	\$250.00
Cramer, Lorraine	Town Clerk Casual Help	\$127.50
Crevier, Charles F.	Water Department	\$106.80
Cutler, Douglas W.	Firefighter	\$3,788.90
Davol, Elizabeth	School	\$55,182.60
Dean, Doreen	Registrar	\$66.79
Dehls, James M	School	\$225.00
Dodds, Diane C.	School	\$30,893.60
Dwyer, Elizabeth A.	School	\$53,301.29
Earnest, Brenda L.	School	\$2,476.24
Edgette, Susan J.	School	\$12,436.26
Edgette, Charles E III	Firefighter	\$200.76
Erikson, Karen	School	\$52,316.09
Faugno, Andrea	Library	\$5,244.03
Finney, Nancy Lee	Financial Clerk/Registrar	\$11,715.96
Fogwill, Susan J.	School	\$1,897.50
Foley, Herbert Lee	Cemetery	\$9,452.80
Forgit, Claudia	School	\$57,384.05
Fortier, David T.	Police Department	\$16,760.03
Fortier, Linda E.M.	Firefighter/EMT	\$665.36

Frangiamore, Sheila A.	School	\$925.23
Gadbois, Joseph	Board of Health	\$216.80
Gibson, Belinda A	School	\$41,277.87
Gillen, Sherry L.	School	\$12,674.45
Gillotti, Monique	School	\$11,981.25
Girouard, Linda A.	School	\$162.50
Gittens, Elaine M.	School	\$39,300.25
Gittens, Elizabeth A	School	\$2,216.06
Gittins, Julie	School	\$21,186.55
Goyette, Thomas	School	\$48,803.01
Graves, Matthew A.	Firefighter/EMT	\$10,858.56
Grimes, Suelyn	School Cafeteria Mgr.	\$19,127.39
Hague, Jacqueline M	School Cafeteria	\$8,152.55
Haire, Lawrence J.	School	\$480.00
Hanson, James D.	Library/Transfer Sta/Highway	\$16,900.75
Hayes, Kelly A.	School	\$11,392.94
Herbert, Donald L.	Highway/Water Departments	\$31,182.91
Howarth, Edward D.	Town Hall Custodian	\$9,076.78
Huff, Christine A.	School	\$9,405.02
Hurlbrink, Jay H	Highway Department	\$970.50
Hyde, Lori J.	School	\$54,885.36
Juda, Joyce A.	School Custodian	\$14,896.76
Kane, Diane L.	School	\$56,103.04
Karrmann, Keith	Firefighter	\$832.81
Klimavich, Joseph J.	Selectman	\$2,110.00
Labuski, Janice E.	School	\$30,197.56
Lachambre, Mildred S.	School Cafeteria	\$59.50
Lafleur, Donna	Emergency Squad Chief/Firefighter	\$13,390.84
Lafleur, Jennifer	EMT	\$105.79
Lamothe, James A.	Police Department	\$7,023.94
Lamoureux, Richard R.	Highway Department	\$757.50
Lapoint, Pamela S	School	\$4,880.00
Lapointe, John P	Cemetery	\$1,418.56
Larocca, Michael A.	Police Department	\$95.68
Lataille, Dawn R.	School	\$2,352.50
Latour, Kathryn	Election Warden	\$547.20
Lazili, Annette	Elections	\$51.00
Leonard, Mark	Firefighter	\$956.77
Lessard, Marion	Elections	\$108.71
Lincoln, Linda M.	Town Clerk	\$21,324.08
Lincoln, Linda M.	Parking Clerk/Hearing Officer	\$206.00
Lincoln, Linda M.	Town Clerk Cert	\$1,000.00
Lincoln, Linda M.	Census	\$1,200.00
Longe, Kim D	Board of Health	\$290.50
Luce, Clifford	Police Department	\$33,580.98
Lund, Beverly	Selectman	\$2,110.01
Lytle, Jeanne E	School	\$12,180.93
Macleod, William E	Firefighter	\$956.77
Magierowski, Joseph	Police Department	\$27,386.53
Manseau, Donald	Wiring Inspector	\$2,883.52

Mansfield, Barbara A	School	\$49,272.97
Mansfield, William F	Dog Officer	\$4,217.64
Marchessault, Danielle L	School	\$1,313.01
Martell, David G	Firefighter / EMT	\$2,461.16
Martell, Peter E	Fire Chief/Emergency Squad Captain	\$39,213.82
Mateiko, Mitchell	Police Department	\$6,272.82
McCarthy, Mary P	School	\$8,116.63
McElroy, Brenda	Assessor	\$11,023.44
McElroy, Timothy K	Board of Health	\$1,447.60
McGovern, Lisa I	School	\$17,520.11
McGowan, Jessica L	School	\$130.00
McNeil, Claudia	Library	\$3,033.15
Metterville, Brenda D	Library	\$22,994.28
Miner, Tonya A	School	\$5,584.35
Monahan, Jean E	School	\$32,455.13
Moore, Lois A	Tax Collector	\$23,440.83
Morin, Arthur L	Transfer Station	\$1,994.24
Morin, Donna M	School	\$40,994.42
Mundell, Barbara L	Treasurer	\$17,240.09
Mundell, Ralph E	Highway Department	\$165.00
Mundell, Roger D Jr.	Highway Department	\$165.00
Murray, Carolyn L	Election & Registration	\$200.74
Murray, Holly J	Administrative Clerk Water/Police Dept	\$16,657.20
Murray, Joseph F	Police Dept/Water Commissioner	\$3,539.91
Muska, Theresa M	School	\$422.50
Nagle, Suzanne	School	\$45,432.78
Neylon, Donna L	Admin Asst to Board of Selectmen	\$25,884.83
O'Connell, Joanne	School	\$13,378.92
O'Keefe, Faith E	Library	\$5,791.98
O'Leary, Lois	Election & Registrations	\$116.32
Orne, Robert A	Police Department	\$5,912.26
Pariseau, Steven T	Police Department	\$260.00
Parker, Colleen, Joy	School	\$14,170.11
Peirce, Philip H	Assessor	\$6,525.15
Perkins, Charles E	Firefighter	\$200.76
Phillips, Richard S	Firefighter / EMT	\$6,015.55
Phillips, Robert S	Selectman	\$2,110.01
Plumb, Bryan W	School	\$150.00
Plumb, Carol	School	\$14,931.50
Resseguie, Theresa E D	School	\$13,973.38
Richardson, Cheryl M	Election & Registrations	\$227.71
Roberts-Kirk, Deborah A	Library	\$2,521.47
Robinson, Cheryl, J	School	\$97.50
Sagendorph, Joan D	Library	\$612.00
Sanborn, Angela A	School	\$54,639.99
Sanborn, Shirley	Election & Registrations	\$68.00
Sanborn, Shirley E	Election & Registrations	\$130.46
Savilonis, John C	Veterans Agent	\$2,990.48
Seery, Michael	Cemetery Superintendent	\$4,353.33
Shepherd, Barbara	School	\$112.50

Silva, Allen R	Police Department	\$1,203.25
Simeone, Gary M	Zoning Enforcement Officer	\$6,765.36
Simmons, Meredith K	School	\$12,154.77
Snydal, Marjorie	School	\$48,927.38
Snyder, Judy A	School	\$75.00
Steinhilber, Richard J	School	\$712.50
Stevens, Andrea B	School	\$37,142.27
Straight, Rebecca Lee	School	\$14,333.35
Sullivan, Melanie R	School	\$13,053.42
Swanson, Craig M	Police Department	\$6,938.90
Sweet, Michael H	Police Department	\$4,270.21
Sweet, Patricia A	School	\$112.50
Sweet, Robert M	Police Department	\$18,472.83
Taylor, Jeffrey P	Building Inspector	\$10,845.52
Thompson, Lucinda S	Highway Department	\$3,264.36
Toppin, Frances	Election & Registrations	\$49.21
Tytula, Colby A	Police Department	\$11,269.59
Vallee, Charlene C	School	\$32.50
Vermette, Gail M	School	\$57,029.12
Vitello, Eileen M	School	\$2,921.34
Wall, Robert F	Plumbing Inspector	\$2,870.56
Wallace, Carolyn B	School	\$73,876.61
Washburn, John Sr.	Recreational	\$2,183.00
Wentzell, Donna M	Assessor	\$11,023.44
Wentzell, Robert A	Board of Health	\$5,846.35
White, Patricia	School	\$1,216.66
Wrightson, Holly A	Police Department	\$240.00
Yaskoski, Christopher	Cemetery	\$189.00
Yaskoski, Liisa E	School	\$1,045.00
Young, Margaret	School	\$13,302.89
Young, Ryan J	School	\$3,237.23
Zielinski, Janice	School	\$22,336.86

REPORT OF THE TOURIST COMMITTEE

The Tourist Committee met only a few times this past year and discussed the need for a guide to the recreational and historic sites of the town. Work was done on a conceptual layout for a guide and text was written. The final work and printing of the brochure is yet to be done and grant applications will be filled out to cover the cost.

Our aim is to establish Brookfield as a place of destination for day trips for fishing, boating, hiking and biking along with historical sightseeing and walking trails. These types of passive activities increase sales for restaurants, soft retail and seasonal businesses and events such as "The Apple Country Fair," "Cow Chip Festival," "Concerts on the Common," "Christmas at Elm Hill Farm" and other town and organizational events.

Plans are also being formulated to have flower barrels placed at strategic corners in town. These barrels would have the name of a local business printed on it for a minimal cost to the business.

If you would like to contribute to the beautification of the downtown area by sponsoring one of these barrels or would like to work on our committee, please contact any member – we will be happy to help you.

Respectfully submitted,
Ron Couture, Co-Chair
Linda Lincoln, Co-Chair
Members: Beverly Lund, Barbara Mundell, Louise Woodard

REPORT OF THE VETERAN'S AGENT

The operating budget of \$650.00 is used for required yearly training by the Commonwealth of Massachusetts. This is reimbursed to the Town at Brookfield at 100% by the State. A small portion is used to cover office supplies and postage.

My other budget is used for my caseload, which varies widely and is repaid to the Town of Brookfield at 80% by the State.

Presently, I have one veteran receiving State benefits from the Town of Brookfield.

Respectfully submitted,
John C. Savilonis
Director of Veterans Services,
Veterans Services Agent and Burial Agent

REPORT OF THE WATER COMMISSIONERS

The Water Commissioners held monthly meetings as posted. Meetings were normally held on the 1st Monday of the month at 6:30 p.m. in The Town Hall.

The Water Department treated and pumped 32.7 million gallons of water. One new water service was installed in the system, which brings the total to 472 services. We tested monthly for bacteria and scheduled testing for nitrate, asbestos, and perchlorate, read meters, performed system maintenance, billing and collection of accounts, and routine office duties.

The Town was awarded a Community Development Block Grant for infrastructure improvements. This will enable the Water and Highway Department to make improvements to eligible streets in the water system. This grant is also for the engineering of a new water standpipe. This engineering will enable us to apply for a grant to construct a new standpipe.

The Water Department purchased 3.3 acres of land adjacent to the standpipe on Draper Street. The land has been cleared by the Water Department and will be used for the future standpipe.

Eighty-four fire hydrants were painted. The Brookfield Water Department supplied water to West Brookfield through a mutual agreement during their construction on Rt. 9. Backflow testing was performed as required. The water system was flushed three times during the year.

The Water Superintendent and the Secondary Operator completed a six-hour course in leak and line detection.

FY04 WATER REVENUE REPORT

Water Users	\$ 90,811.19
Water Haulers	\$ 10,155.40
Demand and Interest	\$ 1,727.37
Misc.	\$ 1,040.91
Repair	\$ 1,129.53
Backflow\Sprinkler	\$ 1,101.50
New Service	\$ 500.00
Revenue Collected	\$106,465.90
Expenditure	\$ 88,617.24

All revenue in excess of expenditures are transferred to the water surplus account. This account enables the water department to make capital expenditures, such as the purchase of the land for our future standpipe.

Respectfully Submitted
Bruce Clarke, Superintendent

Administrative Clerk,
Holly Murray

Commissioners,
Roger Charpentier, Jr. Chairman
Joseph Murray
Robert Barnes

Secondary Operators,
Donald Herbert
Charles Crevier

REPORT OF THE ZONING BOARD OF APPEALS

We were very busy this year. We held 13 public hearings, which was about the same as last year. We reorganized in May. We considered the following applications:

- Ken Bliss of 14 Molasses Hill Road – approved a variance to build a house
- Sandra Guyette of 28 Pine Lane - approved a Sec. 6C Special Permit for a deck & dormer
- Robert Rice of 20 Lakeside Ave – approved a Sec. 6C Special Permit for an In-Law Apartment
- Richard Partridge of 3 Hobbs Ave. - approved a Sec. 6C Special Permit for a garage
- Patricia Capobianco of 38 Pine Lane - approved a Sec. 6C Special Permit for a porch
- Brian Stockman of 46 Quaboag Street - approved a Sec. 6C Special Permit for a storage building
- Kevin & Susan Fogwell of 30 Pine Lane - approved a Sec. 6C Special Permit for a roof extension
- Annette & Pabah Lazil of 12 Pine Lane - approved a Sec. 6C Special Permit to repair a shed
- David & Lynn Peters of 11 Long Hill Road – approved a Sec. 7 B 5 Special Permit to create a rear lot
- Darlene Golightly of 8 Maple Street - approved a Sec.6C Special Permit for a house & garage
- Douglas Walker of 11 Martin Road – approved a variance for a garage
- Paul Metcalf of 33 Webber Road - approved variance for a garage
- Robert McKeon of 3 Prouty Street - approved Sec. 6C Special Permit for a 2nd floor to a garage

Respectfully Submitted,

William Frangiamore, Chairman

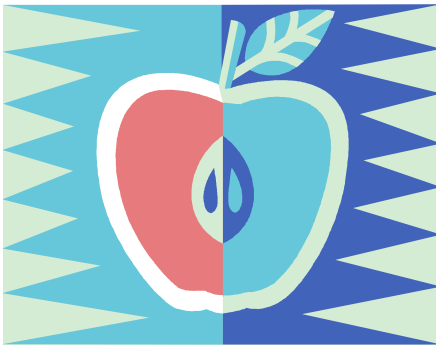
Gussie Willett, Vice Chairman

Joe Gadbois, Secretary

Charles Wilson

Michael Seery

Nick Thomo, Alternate



TOWN MEETING ACTIONS DURING 2004

SPECIAL TOWN MEETING WARRANT

APRIL 23, 2004

ARTICLE 1. To see if the Town will vote to transfer from available funds the sum of \$2000.00 to the Municipal Heating Fuel account, or take any action relative thereto.

The town voted unanimously to transfer \$2000.00 from Veterans' Case Work Account to the Municipal Heating Account.

ARTICLE 2. To see if the Town will vote to transfer from available funds the sum of \$2000.00 to the Town Hall Expense account, or take any action relative thereto.

The town voted unanimously to transfer \$2000.00 from the Veterans' Case Work Account to the Town Hall Expense Account.

ARTICLE 3. To see if the Town will vote to transfer from available funds the sum of \$30,000.00 to the Legal Expense account, or take any action relative thereto.

The town voted unanimously to transfer \$30,000.00 from Stabilization \$30,000.00 to Legal Expense Account.

ARTICLE 4. To see if the Town will vote to transfer from available funds the sum of \$700.00 to the Police Station Expense account, or take any action relative thereto.

The town voted to transfer \$200.00 Police Station Expense Prior Year Account, \$400.00 from Treasurers' Expense Prior Year Account, \$100.00 from Town Clerk Expense Prior Year Account for a total of \$700.00 to the Police station Expense Account.

ARTICLE 5. To see if the Town will vote to transfer a sum of money from the Ambulance Billing Receipts Account to the Emergency Squad Salary Account, or take any action relative thereto.

The town voted to pass over Article 5.

ARTICLE 6. To see if the Town will vote to transfer a sum of money from the Ambulance Billing Receipts Account to the Emergency Squad Expense Account, or take any action relative thereto.

The town voted to pass over Article 6.

ARTICLE 7. To see if the Town will vote to transfer the sum of \$2,368.00 which was the balance of the FY03 Emergency Squad Salary Account, to the Emergency Squad Billing Receipts Account, or take any action relative thereto.

The town voted unanimously to transfer \$2,368.00 the balance of FY03 Emergency Squad Salary Account to Emergency Squad Expense Account.

ARTICLE 8. To see if the Town will vote to transfer a sum of money from the Fire Department prior year expense account to a new account, "Fire Station Improvement", or take any action relative thereto.

The town voted by a majority to transfer \$3,975.82 from Fire Department Prior Year Expense Account to a Municipal Building Repair and Maintenance Account for the brick work at the Fire Station.

ARTICLE 9. To see if the Town will vote to transfer the sum of \$1,000 from the Library Expense Account to the Library Book Account, or take any action relative thereto.

The town voted unanimously to transfer \$1000.00 from Library Expense Account to Library Book Account.

ARTICLE 10. To see if the Town will vote to transfer from available funds the sum of \$5200.00 to the Highway Expense Account or take any action relative thereto.

The town voted to pass over Article 10.

ARTICLE 11. To see if the Town will vote to transfer from available funds the sum of \$700.00 to the Highway Part-time Salary Account, or take any action relative thereto.

The town voted unanimously to transfer \$700.00 Highway Department Salary Over Time Account to Highway Part-time Salary Account.

ARTICLE 12. To see if the Town will vote to transfer the sum of \$2,500.00 from the Cemetery Expense Account to the Cemetery Salary Account, or take any action relative thereto.

The town voted unanimously to transfer \$2,500.00 from Cemetery Expense to Cemetery Salary Account.

ARTICLE 13. To see if the Town will vote to transfer from available funds the sum of \$600.00 to the Community Health Program Account, or take any action relative thereto.

The town voted unanimously to transfer \$600.00 form Building Inspector Expense Account to Community Health Program Account.

ARTICLE 14. To see if the Town will vote to transfer from the Water Department Expense Account or from available funds the sum of \$1,000 to pay the Water Department's share of FY2004 general insurance policy premium, or take any action relative thereto.

The town voted unanimously to transfer \$1000.00 from Water Dept. Expense Account to pay the Water Dept. share of FY04 general insurance premium to the Reserve Fund.

ARTICLE 15. To see if the Town will vote to transfer from available funds the sum of \$2250.00 to a Prouty Street appraisal Account for an appraisal of the property on Prouty Street now or formerly owned by Gemma and Robert McKeon, or take any action relative thereto.

The town voted to defeat Article 15 - 20 yes 22 no.

ARTICLE 16. To see if the Town will vote to transfer a sum of money from available funds to pay Select Energy, Inc. for expenses incurred in the previous fiscal year, or take any action relative thereto.

The town voted to pass over Article 16.

ARTICLE 17. To see if the Town will vote to transfer from available funds the sum of \$3,000 to the Fuel Tank Account, or take any action relative thereto.

The town voted unanimously to transfer \$3000.00 from Veterans' Case Work Account to the Fuel Tank Account.

ARTICLE 18. To see if the Town will vote to transfer the sum of \$5,520.00 from available funds to the Police Expense Account to purchase six new bullet-proof vests, or take any action relative thereto.

The town unanimously voted to transfer \$5,520.00 from Stabilization to Police Expense Account to purchase six new bullet-proof vests.

ARTICLE 19. To see if the Town will vote to transfer \$23,634.64 from available funds to the Police Salary Vacation Holiday Account, or take any action relative thereto.

The town voted unanimously to transfer \$23,634.64 from Stabilization to Police Salary Vacation Holiday Account.

ARTICLE 20. To see if the Town will vote to transfer the sum of \$48.00 from available funds to the Conservation Commission Account, or take any action relative thereto.

The town voted unanimously to transfer \$48.00 from Highway Expense Prior Year Account to Conservation Commission Account.

ARTICLE 21. To see if the Town will vote to transfer the sum of \$1592.68 from available funds to fund one month's salary for Interim Treasurer, or take any action relative thereto.

The town voted unanimously to transfer \$400.00 from Veterans' Expense Account, \$1,094.80 from Veterans' Case Work Account and transfer \$97.88 from Tax Collector Prior Year Expense Account for a total of \$1,592.68 to Treasurer Salary Account to fund one Month's salary for the Interim Treasurer.

ARTICLE 22. To see if the Town will vote to transfer the sum of \$700.00 from Town Accountant Salary Account to Town Accountant Expense Account, or take any action relative.

The town voted unanimously to transfer \$700.00 from Town Accountants' Salary Account to town Accountants' Expense Account.

SPECIAL TOWN MEETING WARRANT

JUNE 4, 2004

ARTICLE 1: To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for a special act providing that legislation be adopted as set forth below; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approve amendments to bill before enactment by the General Court; and provided further that the Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition; or take any other action relative thereto:

An Act Validating the Proceedings of the Annual Meeting in the Town of Brookfield

Section 1. Notwithstanding section 10 of chapter 39 of the General Laws or any other general or special law to the contrary, all acts and proceedings taken by the Town of Brookfield at its May 3, 2004 annual town meeting including its election and all adjourned sessions thereof, and all actions taken pursuant thereto, are hereby ratified, validated and confirmed, notwithstanding any defect or omission in the calling of the said meeting and election.

Section 2. This act shall take effect upon passage.

The Town voted unanimously to authorize the Board of Selectmen to petition the General Court for a special act to validate the proceedings of the Annual Town Meeting in the Town of Brookfield.

ARTICLE 2: To see if the Town will vote to accept the annual report of the Town officials, as printed, or take any action relative thereto.

The Town voted unanimously to accept the annual report of the Town officials, as printed.

ARTICLE 3: To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$1,000.00 to be used for a 100th Town Hall Anniversary Account.

The Town voted by a majority to transfer from the Grant Writer Account the sum of \$1000.00 to be used for the 100th Town Hall Anniversary Account.

ARTICLE 4: To see if the Town will vote to raise and appropriate, transfer or borrow the sum of \$402.00 to pay Massamont Insurance Agency, Inc., said cost covers the addition of 2003 John Deere Backhoe to the Town's insurance, or take any action relative thereto.

The Town voted unanimously to transfer \$402.00 from the Highway Salary Overtime/Other Account to pay Massamont Insurance Agency, Inc. said cost covers the addition of 2003 John Deere Backhoe to the Town's insurance.

ARTICLE 5: To see if the Town will vote to transfer the sum of \$200.00 from the Assistant Town Clerk Salary Account to the Election – Registration Salary Account or take any action relative thereto.

The Town voted unanimously to transfer \$200.00 from the Assistant Town Clerk Salary Account to the Election-Registration Salary Account.

ARTICLE 6: To see if the Town will vote to raise and appropriate, transfer or borrow the sum of \$25,000.00 for Group Health Insurance for FY 2004, or take any action relative thereto.

The Town voted unanimously to transfer \$25,000.00 from Stabilization for Group Health Insurance for FY 2004.

ARTICLE 7: To see if the Town will vote to transfer a sum of money from available funds to the Police Department Expense account, or take any action relative thereto.

The Town voted unanimously to transfer \$600.00 from the Grant Writer Account to Police Department Expense Account.

ARTICLE 8: To see if the Town will vote to rescind its vote taken at the May 3, 2003 Annual Town Meeting on Article 16; said vote authorized the transfer of the sum of \$7300.00 from the Cemetery Sale of Lots Account to the Cemetery Perpetual Care Account, or take any action relative thereto.

The Town voted unanimously to rescind its vote taken at the May 3, 2003 Annual Town Meeting on Article 16; said vote authorized the transfer of \$7300.00 from Cemetery Sale of Lots Account to Cemetery Perpetual Care Account.

ARTICLE 9: To see if the Town will vote to transfer the sum of \$200.00 from the Board of Health Expense Account to Title V Administration Account, or take any action relative thereto.

The Town voted unanimously to transfer \$200.00 from Board of Health Expense Account to Title V Administrative Account.

ARTICLE 10: To see if the Town will vote to transfer a sum of money from Free Cash to the Stabilization Account, or take any action relative thereto.

The Town voted to pass over Article 10.

ANNUAL TOWN MEETING WARRANT

JUNE 4, 2004

Article 1 was the election of officers held on Monday, May 3, 2004.

Article 2. To see if the Town will vote to raise and appropriate such sums of money as may be necessary to defray the expenses of the Town for the ensuing year, or take any action relative thereto.

A motion was made by the Board of Selectmen and voted by a majority vote that the Town vote to amend Article 2 line items in the annual budget they are as follow:

Town employee's salaries were increased to 4%
Election/Registrations Salaries increased to \$4,480.00
Increase Municipal Gasoline to \$28,600.00

Regional School Assessment reduced to \$974,597.00
Police Part-Time Wages reduced to \$69,819.00
Board of Health Inspectors reduced \$9,340.00
Health Agent \$1700.00
Group Insurance increased \$75,346.00
Water Dept Expenses reduced to \$29,675.00

The Town voted by a majority vote to raise and appropriate such sums of money as may be necessary to defray the expenses of the Town for the ensuing year.

ARTICLE 3. To see if the Town will vote to authorize the Board of Selectmen to apply for any and to expend any State, Federal or other grants that may become available to the Town of Brookfield, or take any action relative thereto. (Sponsored by the Board of Selectmen)

ARTICLE 4. To see if the Town will vote to establish a revolving fund for the Brookfield Local Public Access under M.G.L. Chapter 44, section 53E ½ and to authorize the license fee paid by Charter Cable and all monies raised through advertising and fundraising to be deposited in said revolving fund, provided that no monies shall be expended in excess of \$15,000.00, or take any action relative thereto. (Sponsored by the Local Public Access Committee)

ARTICLE 5. To see if the Town will vote to establish a special account for the Brookfield Planning Board under M.G.L. Chapter 44, section 53G and to receive monies derived from engineering fees charged in relation to reviews of applications submitted to the Board and to expend these monies to pay all costs associated with professional engineering review of said application provided that no monies shall be expended in excess of \$5,000.00, or take any action relative thereto. (Sponsored by the Planning Board)

ARTICLE 6. To see if the Town will vote to establish a revolving fund for the Library Trustees under M.G.L. Chapter 44, section 53E ½ and to receive monies derived from fines collected on overdue materials and copies and to expend these monies to pay for replacement of materials, maintenance and supplies for the copy machine provided that no monies shall be expended in excess of \$1,000.00, or take any action relative thereto. (Sponsored by the Library Trustees)

ARTICLE 7. To see if the Town will vote to establish a revolving fund for the Brookfield Recreation Commission under M.G.L. Chapter 44, section 53E ½ and to receive monies derived from registration fees and to expend these monies to pay for costs associated with sports activities provided that no monies shall be expended in excess of \$5,000.00, or take any action relative thereto. (Sponsored by the Recreation Commission)

The Town voted unanimously to approve all of the annually recurring articles, 3, 4, 6, 7, as shown in the preceding boxes and to pass over article 5.

ARTICLE 8. To see if the Town will vote to raise and appropriate, transfer or borrow from available funds the sum of \$2,250.00 to a Prouty Street Appraisal Account for an appraisal of the property on Prouty Street now or formerly owned by Gemma and Robert McKeon, or take any action relative thereto. (Sponsored by the Board of Selectmen)

I move that the Town vote raise and appropriate the sum of \$2,250.00 00 to a Prouty Street Appraisal Account for an appraisal of the property on Prouty Street now or formerly owned by Gemma and Robert McKeon.

The Town voted by a majority vote to pass over Article 8.

ARTICLE 9. To see if the Town will vote to raise and appropriate, transfer or borrow the sum of \$310,000.00 to supplement the Town Hall Exterior Renovations Account for the purpose of repairing the Town Hall roof, or take any action relative thereto. (Sponsored by the Capital Improvement Planning Committee)

Selectmen Beverly Lund made a motion to have a secret ballot vote for Article 11, the motion was vote on and defeated. Another motion was made to have a Debt Exclusion Election for Article 11, the motion was voted on and defeated.

The Town voted unanimously that the sum of \$310,000 is hereby appropriated for the purpose of supplementing the Town Hall Exterior Renovations Account for the purpose of repairing the Town Hall roof, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Selectmen is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7 (3A) of the General Laws, or any other enabling authority, and to issue bonds or notes of the Town therefore.

ARTICLE 10. To see if the Town will vote to raise and appropriate, transfer or borrow a sum of money to supplement the Town Hall Wiring Account for the purpose of improving the electrical service in the Town Hall, or take any action relative thereto. (Sponsored by the Capital Improvement Planning Committee)

The Town voted unanimously to pass over Article 10.

ARTICLE 11. To see if the Town will vote to raise and appropriate, transfer or borrow a sum of money to design and construct a Department of Public Works facility on the Mill Street property, or take any action relative thereto. (Sponsored by the Capital Improvement Planning Committee)

I move that the sum of \$990,000.00 is hereby appropriated for the purpose of paying costs of designing and constructing a Department of Public Works facility on the Mill Street property, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Selectmen is hereby authorized to borrow the sum of \$860,000.00 under and pursuant to Chapter 44, Section 7(3) of the General Laws, or any other enabling authority, and to issue bonds or notes of the Town thereto and further that the sum of \$130,000.00 be transferred from Stabilization.

Selectmen Beverly Lund moved to have a secret ballot vote on Article 11, the motion was voted on and defeated.

ARTICLE 12. To see if the Town will vote to create a new Stabilization Account to be used for the purchase of replacement highway equipment, or take any action relative thereto. (Sponsored by the Highway Department)

The Town voted unanimously to create a new Stabilization Account to be used for the purchase of replacement highway equipment.

ARTICLE 13. To see if the Town will vote to raise and appropriate or transfer the sum of \$5,000.00 to the Highway Equipment Replacement Stabilization Account, or take any action relative thereto. (Sponsored by the Highway Department)

The Town voted unanimously to raise and appropriate the sum of \$5,000.00 to the Highway Equipment Replacement Stabilization Account.

ARTICLE 14. To see if the Town will vote to raise and appropriate, transfer or borrow the sum of \$30,000.00 to the Highway Construction, Reconstruction and Improvement of Town Roads, Bridges and Sidewalks Account, or take any action relative thereto. (Sponsored by the Highway Department)

The Town voted unanimously to raise and appropriate the sum of \$30,000.00 to the Highway Construction, Reconstruction and Improvement of Town Roads, Bridges and Sidewalks Account.

ARTICLE 15. To see if the Town will vote to raise and appropriate, transfer or borrow the sum of \$50,000.00 to hire an Engineer to prepare engineering plans for Route 148 (Fiskdale Road), from Molasses Hill Road to the Southernmost Brookfield/Sturbridge town line, for a distance of approximately 2.3 miles; highway rehabilitation with intersection improvements at Weber Road; Key #603486, or take any action relative thereto. (Sponsored by the Highway Department)

The Town voted unanimously to raise and appropriate the sum of \$50,000.00 to hire an Engineer to prepare engineering plans for Route 148 (Fiskdale Road), from Molasses Hill Road to the Southernmost Brookfield/Sturbridge town line, for a distance of approximately 2.3 miles; highway rehabilitation with intersection improvements at Weber Road; Key #603486.

ARTICLE 16. To see if the Town will vote to raise and appropriate, transfer or borrow the sum of \$310,000.00 to purchase a new pumper for the Fire Department to replace the 1972 fire truck, said amount to be reduced by receipt of any grant funds, or take any action relative thereto. (Sponsored by the Capital Improvement Planning Committee)

I move that the sum of \$320,000.00 is hereby appropriated for the purpose of paying costs of purchasing a new pumper for the Fire Department to replace the 1972 fire truck, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Selectmen is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7(9) of the General Laws, or any other enabling authority, and to issue bonds or notes of the Town therefore; provided, however, that the amount to be borrowed under and pursuant to this vote shall be reduced to the extent of any grant funds received by the Town for this purpose.

Article 16 requires a 2/3 vote. The Town voted to defeat the Article 16, 46 yes 52 no. Before the meeting adjourned, a motion was made to reconsider Article 16 the vote was taken, 42 yes, 45 no, the article was defeated.

ARTICLE 17. To see if the Town will vote to create a new Stabilization Account to be used for the purchase of fire apparatus, or take any action relative thereto. (Sponsored by the Fire Department)

The Town voted unanimously to create a new Stabilization Account to be used for the purchase of fire apparatus.

ARTICLE 18. To see if the Town will vote to raise and appropriate a sum of money for the Fire Apparatus Stabilization Account, or take any action relative thereto. (Sponsored by the Fire Department)

The Town voted by a vote of 106 yes and 2 no, to raise and appropriate the sum of \$32,000.00 for the Fire Apparatus Stabilization Account.

ARTICLE 19. To see if the Town will vote to transfer a sum of money from the Ambulance billing receipts account to fund the Emergency Squad Expense Account for FY 2005, or take any action relative thereto. (Sponsored by the Emergency Squad)

The Town voted unanimously the sum of \$22,503.00 be transferred as follows:

<i>Municipal Diesel Fuel Account</i>	<i>\$ 2,000.00</i>
<i>Ambulance Expense Account</i>	<i>20,503.00</i>
 <i>TOTAL</i>	 <i>\$22,503.00</i>

ARTICLE 20. To see if the Town will vote to transfer a sum of money from the Ambulance billing receipts account to fund the Emergency Squad Wages Salary Account for FY 2005, or take any action relative thereto. (Sponsored by the Emergency Squad)

I move that the sum of \$91,373.00 be transferred as follows:

<i>Paramedic/Firefighter Salary (full-time)</i>	<i>\$32,319.00</i>
<i>Overtime</i>	<i>3,086.00</i>
<i>On-Call Personnel Salaries &</i>	
<i>Full Time Coverage</i>	<i>35,540.00</i>
<i>Calls</i>	<i>20,428.00</i>
 <i>TOTAL:</i>	 <i>\$91,373.00</i>

The Town voted by a vote of 33 yes and 38 no to defeat the proposed figures in Article 20.

A motion was made to amend Article 20 it was voted by a majority and passed, it is as follows:

The Town voted by a majority vote to transfer \$93,109.00 from Ambulance Billing Receipts Account to fund the Emergency Squad Wages Account for Fy2005.

ARTICLE 21. To see if the Town will vote to transfer \$25,000.00 from the Water Department Surplus Account to the Water Department Standpipe Account, or take any action relative thereto. (Sponsored by the Water Department)

The Town voted unanimously to transfer \$25,000.00 from the Water Department Surplus Account to the Water Department Standpipe Account.

ARTICLE 22. To see if the Town will vote to raise and appropriate, transfer from available funds or borrow the sum of \$35,000.00 to purchase a new police cruiser, or take any action relative thereto. (Sponsored by the Police Department)

The Town voted unanimously to raise and appropriate the sum of \$35,000.00 to purchase a new police cruiser.

ARTICLE 23. To see if the Town will vote to accept M.G.L. Chapter 41, Sections 19K and 108P, as amended, as provided in the Acts of 1999, to allow additional compensation for the Town Treasurer, Town Clerk and Tax Collector upon certification, and to raise and appropriate or transfer the sum of \$1,000 to fund said compensation, or take any action relative thereto. (Sponsored by the Town Treasurer, the Town Clerk and the Tax Collector:

The Town voted unanimously to accept M.G.L. Chapter 41, Sections 19K and 108P, as amended to allow additional compensation for the Town Treasurer, Town Clerk and Tax Collector upon certification, and to raise and appropriate the sum of \$1000.00 to fund said compensation.

ARTICLE 24. To see if the Town will vote to amend the zoning By-Laws by amending the definition of “Frontage” in Section 2 to read as follows, or take any action relative thereto:

Lot Frontage. The length of common boundary between a lot and a street or way legally qualifying to provide frontage for the division of land (See Brookfield Zoning By-Law Section 7 and M.G.L. Ch. 41 §81L). Frontage is to be measured continuously along one street line between side lot lines and their intersection with the street line, or, in the case of a corner lot, between one side lot line and the mid-point of the corner radius. Lots with interrupted or discontinuous frontage must demonstrate that the required length along the street may be obtained from one continuous boundary, without any totaling of discontinuous frontage sections. No lot shall be deemed to have frontage unless there exists safe and convenient vehicular access from said lot to the street or way. (Sponsored by the Planning Board.)

The Town voted unanimously to amend the zoning By-Laws by amending the definition of “Frontage” in Section 2 to read as follows:

Lot Frontage. The length of common boundary between a lot and a street or way legally qualifying to provide frontage for the division of land (See Brookfield Zoning By-Law Section 7 and M.G.L. Ch. 41 §81L). Frontage is to be measured continuously along one street line between side lot lines and their intersection with the street line, or, in the case of a corner lot, between one side lot line and the mid-point of the corner radius. Lots with interrupted or discontinuous frontage must demonstrate that the required length along the street may be obtained from one continuous boundary, without any totaling of discontinuous frontage sections. No lot shall be deemed to have frontage unless there exists safe and convenient vehicular access from said lot to the street or way.

ARTICLE 25. To see if the Town will vote to amend the Zoning By-Laws by adding the following Section 4.D.7, or take any action relative thereto:

Access Driveways

No driveway or access road to any property shall create a danger to the community or to the convenience or proper use of the adjoining property.

The driveway or access road to a lot must be provided across the lot frontage except in a case where a Common Driveway meeting the requirements of Section 8.F. is to be constructed to serve two lots.

No driveway shall be located closer than seventy-five (75’) from any street intersection measured from the center of the driveway to the intersection of the centerlines of the intersecting streets, measured along the centerline of the frontage street.

No two driveways on the same lot shall be located closer than seventy-five (75’) from each other at their closest limits for any uses listed in the Use Regulation Table, Sections 3, 4 and 6. (Sponsored by the Planning Board)

The Town voted unanimously to amend the Zoning By-Laws by adding the following Section 4.D.7

Access Driveways

- a. **No driveway or access road to any property shall create a danger to the community or to the convenience or proper use of the adjoining property.**
- b. **The driveway or access road to a lot must be provided across the lot frontage except in a case where a Common Driveway meeting the requirements of Section 8.F. is to be constructed to serve two lots.**
- c. **No driveway shall be located closer than seventy-five (75') from any street intersection measured from the center of the driveway to the intersection of the centerlines of the intersecting streets, measured along the centerline of the frontage street.**
- d. **No two driveways on the same lot shall be located closer than seventy-five (75') Table, Sections 3, 4 and 6.**

ARTICLE 26. To see if the Town will vote to amend the Zoning By-Laws of the Town by adding the below section:

Section 8.F.4. :

In addition, common driveways shall be allowed only if the following conditions are met: the specific site is an appropriate location for access to the lot given the current and projected traffic on the roadway and the sight distance to the adjacent driveways and roadways; special environmental conditions exist such as wetlands and/or steep slopes such that access across lot frontage would require wetland filling or extreme cutting and/or filling of the slopes or would be otherwise detrimental to the neighborhood. (Sponsored by the Planning Board)

The Town voted to amend the Zoning By-Laws of the Town by adding the below section:

Section 8.F.4. :

4. ***In addition, common driveways shall be allowed only if the following conditions are met:***
 - (a) ***the specific site is an appropriate location for access to the lot given the current and projected traffic on the roadway and the sight distance to the adjacent driveways and roadways;***
 - (b) ***special environmental conditions exist such as wetlands and/or steep slopes such that access across lot frontage would require wetland filling or extreme cutting and/or filling of the slopes or would be otherwise detrimental to the neighborhood.***

ARTICLE 27. To see if the Town will vote to amend the Town By-Laws, Chapter XII, Miscellaneous By-Law: Dogs by replacing Section 1.3 Notice to Owner and Redemption with the following:

SECTION 1.3 NOTICE TO OWNER AND REDEMPTION:

If such dog, so impounded, has upon it the name and address of the owner thereof or if the name of said owner is otherwise known, then the Dog Officer shall immediately notify the owner. No notice shall be necessary if the owner is not known. The owner of any dog so impounded may reclaim such dog upon the reimbursement to the town of all expenses for maintaining said dog while impounded plus twenty dollars (\$20) as a fee for the initial handling of such dog. If the dog

is not licensed, however, a license as required by the Town of Brookfield must be obtained before the dog officer releases said dog to any person. (Sponsored by the By-Law Committee)

The Town voted unanimously to amend the Town By-Laws, Chapter XII, Miscellaneous By-Law: Dogs by replacing Section 1.3 Notice to Owner and Redemption with the following:

SECTION 1.3 NOTICE TO OWNER AND REDEMPTION:

If such dog, so impounded, has upon it the name and address of the owner thereof or if the name of said owner is otherwise known, then the Dog Officer shall immediately notify the owner. No notice shall be necessary if the owner is not known. The owner of any dog so impounded may reclaim such dog upon the reimbursement to the town of all expenses for maintaining said dog while impounded plus twenty dollars (\$20) as a fee for the initial handling of such dog. If the dog is not licensed, however, a license as required by the Town of Brookfield must be obtained before the Dog Officer releases said dog to any person.

ARTICLE 28. To see if the Town will vote to amend the Town By-Laws, Chapter XV, Section 23 to read as follows:

An employee will be reimbursed for tuition, fees and required materials for education courses and training only if all of the following conditions are satisfied:

- Approval must be obtained from the appropriate department head and the Board of Selectmen before course registration;
- The course or training must be a requirement of the employee's current position as mandated by Federal, State or Local Law except where, by a majority vote of the Selectmen and the Personnel Board, the course or the training is deemed in the best interest of the town;
- Adequate funds must have been included and are currently available in the approved departmental budget of the employee;
- Fifty percent (50%) of the tuition and materials cost will be reimbursed to the employee after registration when documentation from the institution and receipts for materials are provided. The balance of the registration and materials costs will be reimbursed to the employee when documentation from the institution indicating satisfactory completion of the course (i.e. passing grade) is provided.

When possible, these courses should be taken during the employee's normal working hours. When courses are only available outside normal working hours, travel and class time will be paid at the employee's straight-time pay. If a non-town vehicle is used for transportation to and from the training institution, the employee will be reimbursed for normal travel expenses in accordance with Chapter V, Section 7 of the Town of Brookfield By-Laws. (Sponsored by the By Law Committee)

The Town voted to pass over Article 28.

ARTICLE 29. To see if the Town will vote to raise and appropriate, transfer or borrow a sum of money to plow (1) Joe Goddard Road (2) all private roads, or take any action relative thereto. (Petition)

The town voted to pass over Article 29.

ARTICLE 30. To see if the Town will vote to amend the By-laws as follows, or take any action relative thereto.

“Chapter Two, Section 20: All appropriations exceeding the amount of \$25,000 must be considered at the Annual Town Meeting, unless deemed an emergency measure. Only the Board of Selectmen by a majority vote may deem an appropriation an “emergency measure” and place an appropriation exceeding \$25,000 on the warrant for a Special Town Meeting.” or take any action relative thereto. (Petition)

The town voted by a majority vote to defeat Article 30.

ARTICLE 31. To see if the Town will vote to rescind the 1993 Town Meeting vote granting authority for town officials to raise fees as permitted by state law (the provisions of G. L. c. 40 S22F) and instead adopt the following amendment to the Town By-Laws, which reads as follows:

“The Town of Brookfield will establish a user fee for the operation of its landfill and recycling center, which shall consist of an annual access fee and a per-bag fee for household trash disposal. At the time of the adoption of this by-law, the town will charge residents an annual fee of \$20 for landfill access and a disposal fee of \$1 per bag of household trash.

The Board of Health shall oversee the operation of the landfill and have the authority to impose additional fees for the disposal of other refuse, provided that such fees are reasonable. In addition, one year after the adoption of this by-law, the Board of Health shall have the authority to raise fees, following a public hearing, as long as such fees reflect the costs for the operation of this service to the townspeople.” or take any action relative thereto. (Petitions)

The Town voted to pass over Article 31.

ARTICLE 32. To see if the Town will vote to transfer a sum of money from the stabilization account to reduce the tax rate, or take any action relative thereto. (Sponsored by the Advisory Committee)

The Town voted to pass over Article 32.

ARTICLE 29. To see if the Town will vote to raise and appropriate, transfer or borrow a sum of money to plow (1) Joe Goddard Road (2) all private roads, or take any action relative thereto. (Petition)

It was voted to raise and appropriate the sum of \$1.00 to plow (1) Joe Goddard Road (2) all private roads.

ARTICLE 30. To see if the Town will vote to amend the By-laws as follows, or take any action relative thereto.

“Chapter Two, Section 20: All appropriations exceeding the amount of \$25,000 must be considered at the Annual Town Meeting, unless deemed an emergency measure. Only the Board of Selectmen by a majority vote may deem an appropriation an “emergency measure” and place an appropriation exceeding \$25,000 on the warrant for a Special Town Meeting.” or take any action relative thereto. (Petition)

The Town voted unanimously to defeat this article.

ARTICLE 31. To see if the Town will vote to rescind the 1993 Town Meeting vote granting authority for town officials to raise fees as permitted by state law (the provisions of G. L. c. 40 S22F) and instead adopt the following amendment to the Town By-Laws, which reads as follows:

“The Town of Brookfield will establish a user fee for the operation of its landfill and recycling center, which shall consist of an annual access fee and a per-bag fee for household trash disposal. At the time of the adoption of this by-law, the town will charge residents an annual fee of \$20 for landfill access and a disposal fee of \$1 per bag of household trash.

The Board of Health shall oversee the operation of the landfill and have the authority to impose additional fees for the disposal of other refuse, provided that such fees are reasonable. In addition, one year after the adoption of this by-law, the Board of Health shall have the authority to raise fees, following a public hearing, as long as such fees reflect the costs for the operation of this service to the townspeople.” or take any action relative thereto. (Petitions)

The Town voted unanimously to defeat this article.

ARTICLE 11. To see if the Town will vote to raise and appropriate, transfer or borrow a sum of money to design and construct a Department of Public Works facility on the Mill Street property, or take any action relative thereto. (Sponsored by the Capital Improvement Planning Committee)

I move that the sum of \$990,000.00 is hereby appropriated for the purpose of paying costs of designing and constructing a Department of Public Works facility on the Mill Street property, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Selectmen is hereby authorized to borrow the sum of \$860,000.00 under and pursuant to Chapter 44, Section 7(3) of the General Laws, or any other enabling authority, and to issue bonds or notes of the Town thereto and further that the sum of \$130,000.00 be transferred from Stabilization.

Selectman Beverly Lund made a motion to have a secret ballot vote on Article 11, the motion was defeated by a majority vote.

The Town voted to defeat Article 11 by a vote of 57yes 49 no.

A motion was made to reconsider and amend Article 11 and also to have a Debt Exclusion Election. The town voted 67 yes 25 no, to reconsider and amend Article 11.

The town voted to have a Debt Exclusion Election was 67 yes 23 no.

The new motion is a follows:

The town voted the sum of \$990,000.00 is hereby appropriated for the purpose of paying costs of designing and constructing a DPW facility on the Mill St. property, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the town trustees, with the approval of the Selectmen is hereby authorized to borrow the sum of \$860,000.00 contingent upon a successful debt exclusion vote for this article, under and pursuant to Chap. 44 sect 7(3) of the General Laws, or other enabling authority, and to issue bonds or notes of the Town thereto and further that the sum of \$130,000.00 be transferred from Stabilization.

The town voted 65 yes in favor of the new motion and 25 no.

Certified this 4TH day of November 2004.
Linda M. Lincoln CMMC

**PROPOSITION 2 ½ DEBT EXCLUSION ELECTION
SEPTEMBER 07, 2004**

BALLOT QUESTION:

Shall the Town of Brookfield be allowed to exempt from the provisions of Proposition 2 ½, so-called, the amounts required to pay for the bonds issued for the purpose of designing and constructing a Department of Public Works (DPW) facility on the Mill Street property, including the payment of all other costs incidental and related thereto?

ELECTION RESULTS ARE AS FOLLOW:

YES	293
NO	220
BLANKS	1
TOTAL VOTES CAST	514

The question passed.

**SPECIAL TOWN MEETING WARRANT
NOVEMBER 18, 2004**

ARTICLE 1 To see if the Town will vote to raise and appropriate, transfer or borrow a sum of money to supplement the Library Book Account, or take any action relative thereto.

The Town voted unanimously to raise and appropriate the sum of \$500 to supplement the Library Book Account.

ARTICLE 2: To see if the Town will vote to establish a new account to be called the Library Building and Maintenance Account, or take any action relative thereto.

The Town voted unanimously to establish a new account to be called the Library Building and Maintenance Account.

ARTICLE 3: To see if the Town will vote to transfer the balance of the Dog Fund Account to the Library Building and Maintenance Account, or take any action relative thereto.

The Town voted unanimously to transfer \$4,700.00 from the Dog Fund Account to the Library Building and Maintenance Account.

ARTICLE 4: To see if the Town will vote to raise and appropriate, transfer or borrow a sum of money to be paid to Zoning Enforcement Officer, Gary Simeone, as reimbursement for outstanding FY04 expenses, or take any action relative thereto. (This is an unpaid bill -- requires a 9/10's vote.)

The Town voted unanimously to raise and appropriate the sum of \$68.77 to be paid to Zoning Enforcement Officer, Gary Simeone, as reimbursement for outstanding FY04 expenses.

ARTICLE 5: To see if the Town will vote to raise and appropriate, transfer or borrow a sum of money to cover the Annual Community Software Consortium fee inadvertently removed from the Assessors' original budget request for FY 2005, or take any action relative thereto.

The Town voted unanimously to raise and appropriate the sum of \$1,500 to cover the Annual Community Software Consortium fee inadvertently omitted from the Assessors' original budget request for FY 2005.

ARTICLE 6: To see if the Town will vote to raise and appropriate, transfer or borrow a sum of money to be paid to Palsons, Inc. for FY04 Treasurer's expense, or take any action relative thereto. (This is an unpaid bill -- requires a 9/10's vote.)

The Town voted unanimously to raise and appropriate the sum of \$25.23 to be paid to Palsons, Inc. for FY04 Treasurer's expense.

ARTICLE 7: To see if the Town will vote to raise and appropriate or transfer or borrow a sum of money to pay an unpaid bill from Staples, or take any action relative thereto. (This is an unpaid bill -- requires a 9/10's vote.)

The Town voted unanimously to raise and appropriate the sum of \$581.03 to pay an unpaid bill from Staples.

ARTICLE 8: To see if the Town will vote to raise and appropriate, borrow or transfer a sum of money to supplement the Treasurer's Expense Account, or take any action relative thereto.

The Town voted unanimously to raise and appropriate the sum of \$1,000 to supplement the Treasurer's Expense Account.

ARTICLE 9: To see if the Town will vote to raise and appropriate, transfer or borrow a sum of money to supplement the Animal Control Officer Salary Account, or take any action relative thereto.

The Town vote to pass over Article 9.

ARTICLE 10: To see if the Town will vote to raise and appropriate, transfer or borrow a sum of money to supplement the Animal Control Officer Assistant Salary Account, or take any action relative thereto.

The Town voted to pass over Article 10.

ARTICLE 11: To see if the Town will vote to raise and appropriate, transfer or borrow a sum of money to supplement the Cemetery Payroll Account, or take any action relative thereto.

The Town voted by a majority to raise and appropriate the sum \$1,253.00 to the Cemetery Payroll Account.

ARTICLE 12: To see if the Town will vote to raise and appropriate, transfer or borrow a sum of money to supplement the Town Accountant Salary Account, or take any action relative thereto.

The Town voted unanimously to raise and appropriate the sum of \$2,200 and transfer the sum of \$2,300 from the Professional Services Account to supplement the Town Accountant Salary Account.

ARTICLE 13: To see if the Town will vote to raise and appropriate, transfer or borrow a sum of money to supplement the Gas & Plumbing Inspector Salary Account, or take any action relative thereto.

The Town voted unanimously to raise and appropriate the sum of \$54.00 to supplement the Gas & Plumbing Inspector Salary Account.

ARTICLE 14: To see if the Town will vote to raise and appropriate, transfer or borrow a sum of money to the Professional Services Account, or take any action relative thereto.

The Town voted to pass over Article 14.

ARTICLE 15: To see if the Town will vote to raise and appropriate, transfer or borrow a sum of money to supplement the Town Treasurer Salary Account, or take any action relative thereto.

The Town voted unanimously to raise and appropriate the sum of \$1,500 to supplement the Town Treasurer Salary Account.

ARTICLE 16: To see if the Town will vote to raise and appropriate, transfer or borrow a sum of money to supplement the Treasurer Clerk Salary Account, or take any action relative thereto.

The Town vote to unanimously raise and appropriate the sum of \$750.00 to supplement the Treasurer Clerk Salary Account.

ARTICLE 17: To see if the Town will vote to approve the drainage and dredging of Rice (Mill) Pond as proposed by the Brookfield Conservation Commission and Fromm Development, or take any action relative thereto.

The Town voted unanimously to approve the drainage and dredging of Rice (Mill) Pond as proposed by the Brookfield Conservation Commission and Fromm Development.

ARTICLE 18: To see if the Town will vote to raise and appropriate, transfer or borrow a sum of money to be paid to Select Energy, as payment for various invoices from previous fiscal years, or take any action relative thereto. (This is an unpaid bill -- requires a 9/10's vote.)

The Town voted unanimously to raise and appropriate the sum of \$122.95 to be paid to Select Energy, as payment for various invoices from previous fiscal years.

ARTICLE 19: To see if the Town will vote to transfer a sum of money from the Municipal Gasoline Account to the Police Expense Account, or take any action relative thereto.

The Town voted to pass over Article 19.

ARTICLE 20: To see if the Town will vote to accept Chapter 291 of the Acts of 2004 in the amount of \$104,141.00, or take any action relative thereto.

The Town voted unanimously to accept Chapter 291 of the Acts of 2004 in the amount of \$104,141.00.

ARTICLE 21: To see if the Town will vote to raise and appropriate, borrow or transfer a sum of money from the Stabilization Account to the Highway Equipment Replacement Stabilization Account, or take any action relative thereto.

The Town voted unanimously to raise and appropriate the sum of \$10,000 for the Highway Equipment Replacement Stabilization Account.

ARTICLE 22: To see if the Town will vote to raise and appropriate, borrow or transfer from the Stabilization Account a sum of money to the Highway Garage Account to improve and/or replace the electrical service, or take any action relative thereto. *(A transfer from the Stabilization Account requires a 2/3rds vote.)*

The Town voted 25 Yes and 5 No, to transfer the sum of \$4,595.00 from the Stabilization Account to the Highway Garage Account to replace the electrical service.

ARTICLE 23: To see if the Town will vote to raise and appropriate, borrow or transfer from available funds a sum of money to supplement the Gas/Plumbing Inspector Expense Account, or take any action relative thereto.

The Town voted unanimously to raise and appropriate the sum of \$150.00 to supplement the Gas/Plumbing Inspector Expense Account.

ARTICLE 24: To see if the Town will vote to raise and appropriate, borrow or transfer from available funds a sum of money to pay an unpaid bill from GovConnection for the Town Clerk, or take any action relative thereto. *(This is an unpaid bill -- requires a 9/10's vote.)*

The Town voted unanimously to raise and appropriate the sum of \$18.03 to pay an unpaid bill from GovConnection for the Town Clerk.

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FOR INFORMATION

Advisory Committee	508-867-7011
Assessors	508-867-2930 Ext. 16
Building Inspector	508-867-8342
By-Law Committee	508-867-6323
Capital Improvement Planning Committee	508-867-9419
Cemetery Commission	508-867-0471
Cemetery Superintendent	508-867-0471
Conservation Commission	508-867-3098
Council on Aging	508-867-3000
Cultural Council	508-867-9233
Dog Officer	508-867-4396
Emergency Management	508-867-6420
Health Board	508-867-6102
Highway Department	508-867-8357
Historical Commission	508-867-4464
Housing Authority	508-867-2826
Insurance Advisory Committee	508-867-5230 Ext. 17
Library & Library Trustees	508-867-6339
Personnel Board	508-867-9553
Planning Board	508-867-2930 Ext. 19
Plumbing Inspector	508-867-2400
Public Access Committee	508-867-0188
Recreation Committee	508-867-5374
Schools:	
Brookfield Elementary School	508-867-8774
Tantasqua Regional Junior High	
Vocational School	508-347-9301
Superintendent of Schools	508-347-3077
Sealer of Weights and Measures	
Selectmen	508-867-2930 Ext. 10
Tax Collector	508-867-2930 Ext. 13
Town Accountant	508-867-2930 Ext. 15
Town Clerk	508-867-2930 Ext. 12
Town Treasurer	508-867-2930 Ext. 14
Veterans' Agent	508-867-2879
Water Superintendent & Staff	508-867-2930 Ext. 17
Wire Inspector	413-436-9702
Zoning Board of Appeals	508-867-7011
Zoning Enforcement Officer	508-867-2930 Ext. 18