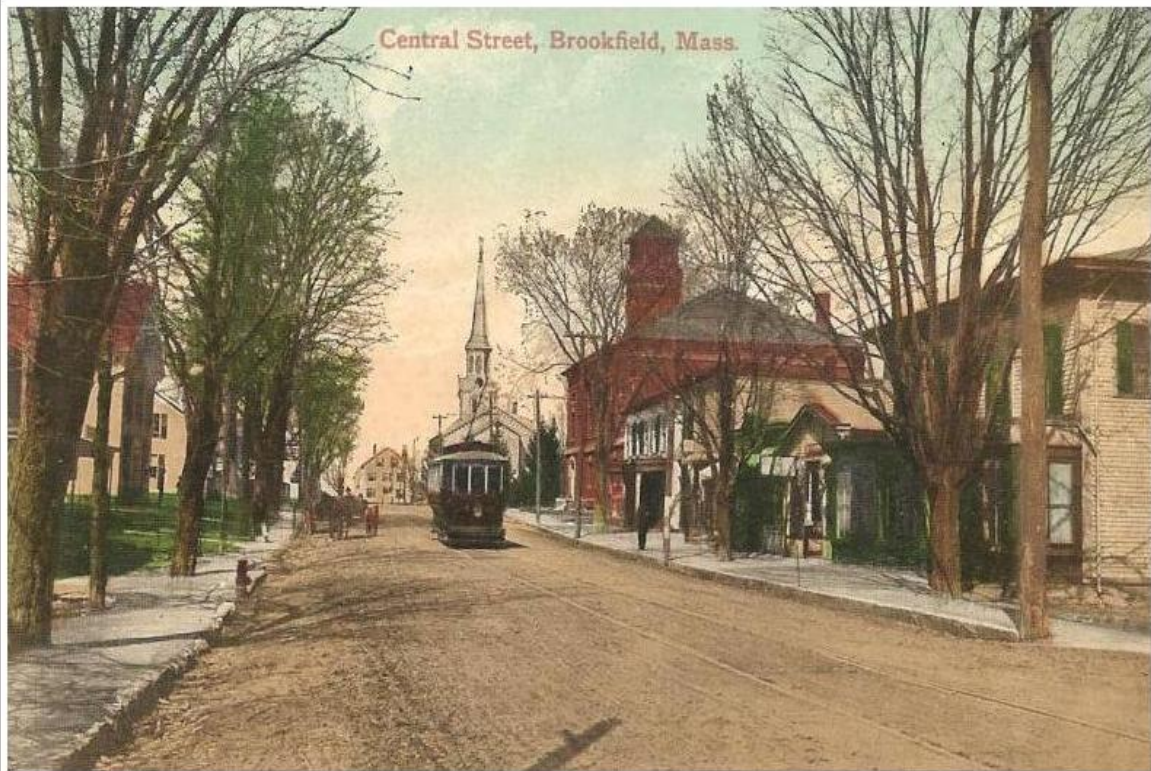


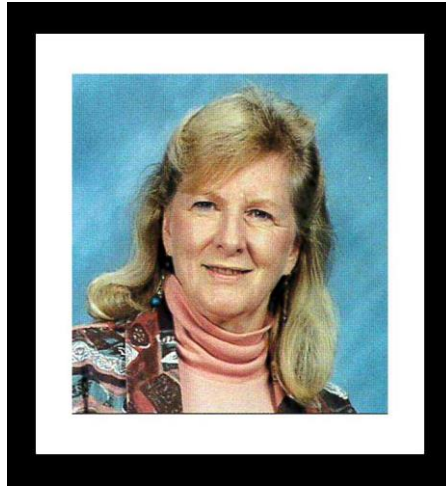


Annual Report



Brookfield, Massachusetts 2019

Our DEDICATION to



Sylvia Jane

“No one is more cherished in this world than someone who lightens the burden of another.” – Author Unknown

It is with great pleasure that the Board of Selectmen dedicate the 2019 Annual Town Report to Sylvia Jane.

Sylvia Jane has been described as industrious, determined, and hardworking – “a crusty New Englander with a big heart.” When the 77 year old Brookfield native passed away unexpectedly in early 2020, the community mourned a woman whose contributions both personally and professionally left an indelible mark on the town of Brookfield and beyond.

“People of all ages were drawn to Sylvia. She was open, honest, and friendly,” noted Brookfield Congregational Church Secretary Pat McInnis.

From serving the church in multiple capacities, to running a thriving local business for over four decades, Sylvia Jane was a formidable force that knew no boundaries when it came to getting things done.

Raised “over the river” on Molasses Hill Road by a hard-working and charitable family, Sylvia undoubtedly learned the value of service to others at a young age. In fact, Pastor John Condon of the Brookfield Congregational Church directly attributes Sylvia’s caring nature to that of her beloved father.

*Sylvia had the most wonderful laugh - and she laughed easily,”
- Pat McInnis*

“Sylvia loved to tell stories about her father and would reflect on how she adored him,” said the Pastor, noting her attachment for others came from him, as they shared the same strong, determined and hardworking qualities. The values ingrained in Sylvia from childhood would serve her well through the years as she settled down and raised a family in her home town, became active in the Congregational Church, and started a successful business in the heart of Brookfield’s Central Street village.

“It is widely known that Sylvia’s restaurant, The Sunburst, which started out in Brookfield and later moved to Sturbridge was a top joy in her life,” remarked former Pastor of the Congregational Church Ellie Kramer who noted that both employees and customers alike often shared their triumphs and sorrows with the local entrepreneur.

Sylvia was a valuable asset to the town’s historic Congregational Church, serving as Chairman of Trustees, member of the Church Council and Choir, as well as in countless behind-

the-scene capacities. A founding member of the Church's Helping Hands outreach, her mission of kindness extended beyond the walls of the church into the community at large.

"She befriended people and if she knew someone struggling, Syl would be the one to show up and visit with them and talk to them and counsel them," Pastor Condon said, adding: "She would find the means to help them if they needed food, clothing, or anything of a tangible nature."

From preparing Easter Brunch for parishioners and baking dozens of pies for the Town's Annual Apple Country Fair, to bringing food to the elderly and serving meals for the mourning following funeral services, Sylvia's culinary talents were only surpassed by her generosity.

Church Trustee and Assistant Treasurer Gwen Yaskoski, revealed Sylvia not only contributed to the local food pantry in town, but also collected items and helped raise donations for Abby House in Worcester.

While Sylvia was known for her giving nature, it was perhaps her humbleness that endeared her to people of all ages. Those who spoke of Sylvia her told of her numerous acts of kindness, often performed behind the scenes, and without fanfare.



Baking pies for the annual Apple Country Fair was a much anticipated annual event. Sylvia, center, is surrounded by (from l. to r.) Kathleen Wild; Linda Peirce; Jill Bertrand and Barbara Wilson.

"Sylvia was always there to help others without shining the spotlight on herself," noted Ms. McInnis.

Sylvia left her mark of service throughout the Town of Brookfield, as well as leaving behind a legacy of tangible accomplishments. According to Ms. Yaskoski, Sylvia was instrumental in getting the Congregational Church's major building restoration and addition project off the ground several years ago. From fundraising to overseeing the completion of the extensive project, church members credit Sylvia's unyielding tenacity.

"Without Syl, it probably never would have happened," Pastor Condon revealed.

Many recall Sylvia's kind words as well as her works, and the fact that she was a loyal family member and friend who especially looked forward to her annual vacations on the Cape with her daughter Rhonda.

"Sylvia was a unique soul. She was faithful to all that she loved, her family, her friends, her faith fellowship and her community," said Ms. Kramer

Sylvia Jane's spirit will surely live on through the good works of both church and community, as Pastor Condon noted she served as both an inspiration and example of goodwill:

"If people would simply look out for their neighbors, church family and community and do what can be done to help them...I think that would really please Sylvia," he said.



BROOKFIELD TOWN HALL, 6 CENTRAL STREET

This Neo-Classical structure replaced the former Mansard style building from 1866 that burned in 1902. Both buildings had contained shops in the lower levels, a meeting hall on the second and a lodge hall (an important male institution in the late 1800's, early 1900's) on the third.

Century Old Town Hall Undergoing Improvements Renovations & Projects in Progress

The stately Brookfield Town Hall, a landmark in the central village of town, has served as a meeting place for over a century, bringing together the community and hosting such memorable visitors as local statesmen, silent film star Louise Galloway, and even Elsie the Cow. Today, the imposing brick structure, with its lofty bell tower and clock, continues as the hub of the historic village, housing Town offices and hosting meetings and activities for both municipal business and community gatherings.

The Neo-Classical structure erected in 1904, has recently been undergoing a facelift of sorts, thanks to the efforts of the Town Hall Improvement Committee (THIC). Armed with little more than grit and inspiration, the group of civic minded residents has spearheaded and managed an impressive renovation that includes handicapped accessibility to the first floor plan; a new kitchenette break room; new unisex bathroom; handicapped accessible second restroom; two relocated town offices, as well as handicapped access to the second floor. Plans are in the works to re-open the second floor, which includes a grand ballroom and balcony – the site of many local productions through the decades. In addition, a design for a senior center/meeting room is currently under consideration.

“While there is much left to do, much is accomplished by so many impacting every age group,” Selectman Clarence Snyder noted, adding: “As the saying goes, ‘it takes a village.’”

“The Board of Selectmen formed the committee to take care of, and improve the historic Town Hall. With that charge, the committee moved forward with a number of projects, from changing light bulbs to coordinating construction of a handicapped accessible bathroom and kitchenette,” Town Hall Improvement Committee Member Don Taft explained, adding: “That is our goal - to make the Town Hall as best we can.”

Maintaining the original integrity of the building and architectural elements, which were designed by Worcester architect George H. Clemence is an important priority, as evidenced in the restoration of the face and hands of the Great Clock, a project that included the talents of local art students.



“The five foot tall, brass and iron tower clock mechanism was originally powered by a pendulum and large weights and was later converted to run on electric power,” Assessor and THIC member Al Jones explained, adding: “It was manufactured by the E. Howard & Co. of Boston; the large iron bell at the very top of the tower was cast by Vickers Sons & Co of Sheffield England.”

Maintenance and upkeep of the historic tower clock, which boasts a mechanism estimated to be 150 years old, is a labor of love for volunteers Skip Neilson and Al Jones, who do so at no cost to the Town.

Renovations and Restorations



Throughout the past few years, the Town Hall Improvement Committee has not only overseen renovations, but oftentimes contributed “sweat equity” in an effort to bring projects to fruition.

Town Hall renovations and restorations of the completed and planned include:

- The installation of the new forced air furnace to improve distribution throughout the first and second floors of the Town Hall.
- Installation of snow cleats on Town Hall roof
- Tax Collector’s office was completed and relocated into a new office built in the half of the former kitchen space
- Completion of new Assessor’s Office space built in the other half of the former kitchen space.
- Completion of an ADA compliant bathroom and kitchenette that was built in the space that formerly housed the Assessor’s office.
- Renovation of a second bathroom on the first floor of the Town Hall.
- Repairs to front entry Town Hall doors.
- Repairs to the Town Hall handicapped accessible ramp.
- Energy efficient lighting and thermostats installed in all new spaces.
- The renovation of the Town Clerk’s office began in 2019 with assistance from the Worcester County Sheriff’s department. Work on this space will be completed in 2020. Once the new floor has been installed, the plan is to return the large desk/cabinet currently located in the Banquet Hall back into the renovated Town Clerk’s office, where it was a fixture for many years.
- Two additional security cameras were installed in 2019 and two defective cameras were replaced.
- The window sash cord on all of the first floor windows with broken or deteriorated sash cord was replaced last year. Many of these windows had been unsafe to use for many years.
- The contract to install a chairlift from the first floor to the second floor has been agreed to and a structural engineer has been contacted to verify the proper building supports are in place beneath the new chairlift installation. The project is on hold pending the approval of the Mass Architectural Board.
- The design phase of the new Senior Center proposed to be located in the Town Hall basement was finalized.



Beyond the Brick Walls



The Town is building on the efforts of both staff and volunteers to continue the momentum of the Town Hall improvements beyond the historic brick walls.

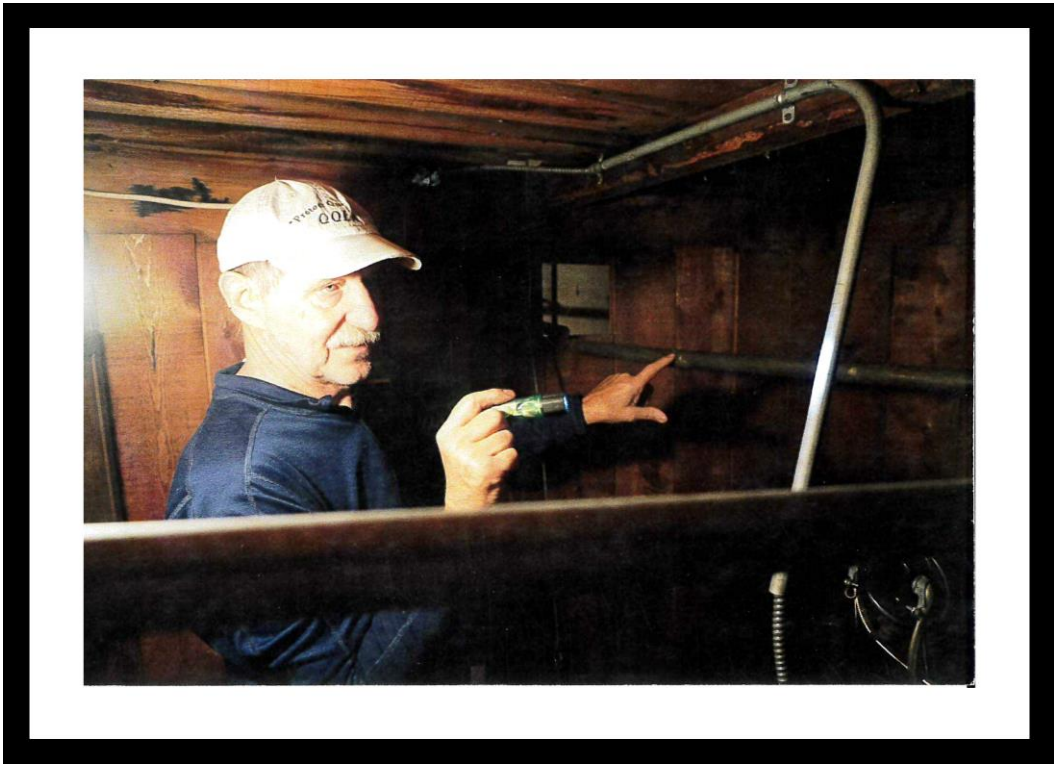
- 2019 saw the completion of an updated Open Space and Recreation Plan. This plan enabled the Town to secure a \$115,000 grant to replace the existing playground at Lewis Field. The Plan highlighted a second priority in establishing a park like setting on 15 acres which dates back 3000 years to an Adena connected habitation. Efforts are also underway to better map trails within the Town. With the acreage of Quaboag Pond and River, additional wetlands and farmlands the Town is made up of more than 50% open space.
- A recently completed project in the center of Town made improvements to the Hayden and Hyde area with new sidewalks and street paving. These improvements are part of a strategy to improve the services within the Town center.
- The Town is supporting a Central Mass Regional Planning agency grant to address Senior Housing needs. This grant to be completed in December will better define the critical need to support our seniors with housing choices through promoting accessory (in-law apartments), support of manufactured housing along with other potential strategies.
- The recent Apple Country Fair completed 41 years of volunteer efforts to bring the community together to support various projects in Town.
- The Town's churches date back over 300 years to the first meeting house, predating the first Town Meeting in 1718. Today these churches address the needs of the community including the Food Pantry. This year again the all voluntary Luminary program will light up the Common and churches on Christmas Eve for caroling and traditional services.



*Town Hall Improvement Committee Members from l to r:
Don Taft; Bill Simpson; Marylou Knight and Al Jones
(Carol Plumb was not present for the photo)*



Sturbridge Fire Lt John Marinelli and Brookfield Assessor Al Jones access the Town Hall clock tower via a fire department truck bucket



*Longtime “keeper of the clock,” Skip Nielson working on the Town Hall clock inside the bell tower
(Photos on this page courtesy of Dr. Louis Fazen)*



Brookfield Elementary School Art Teacher Ashley Simonds' art students aided in restoring the Great Clock by repainting the timeworn hands



(Photos on this page courtesy of Ashley Simonds)

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IN MEMORIAM



During 2019, several prominent citizens and veterans passed away leaving a big impact on their families, friends and the Town.

Each and every resident of the Town is an very important citizen, but Brookfield suffers a major loss each year that we lose citizens like these. Their contributions, however, continue to bless us. Please help to keep their memories alive by doing your part for Brookfield.

The following are honored for their gift of military service to the Town and to their Country. We appreciate their sacrifices in our behalf. Let us all take time to thank the dedicated military personnel in our Town and around the United States of America who continue to serve our country and protect our freedoms.

In Memoriam

Ronald W. Crook, Sr.	Navy	Vietnam
George Carpenter	Army	WWII
Arthur Morin	Army	Korean War
Francis E. Balcom	Army	Korean War
David Arsenault	Army	Vietnam
John E. Grzembski	Army	Peacetime
Nelson J. Laperriere III	Navy	Peacetime
Robert Wilder, Jr.	Army	Peacetime
Francis Becker, Sr.	Army	Korean War
Johnny Blanton	Air Force	Korean War
Lester O. Grimes	Marine Corps	Korean War
Stanley P. Libiszewski	Marine Corps	Vietnam
George J. LeBlanc	Army Nat. Gd.	Vietnam
Arthur H. Swanson, Jr.	Marine Corps	Vietnam Era

“Courage. Kindness. Friendship. Character. These are the qualities that define us as human to greatness.” — R.J. Palacio

**GOVERNMENTAL DISTRICT
REPRESENTATIVES FOR THE
TOWN OF BROOKFIELD - 2019**



UNITED STATES SENATORS

Edward J. Markey
and
Elizabeth Warren

REPRESENTATIVE IN CONGRESS

2nd Congressional District
Richard E. Neal

GOVERNOR'S COUNCIL 7th District

Jennie Caissie

STATE SENATOR

Worcester, Hampden, Hampshire and Franklin Senatorial District
Anne M. Gobi

REPRESENTATIVE IN GENERAL COURT

5th Worcester District
Donald D. Berthiaume Jr.

DISTRICT ATTORNEY

Joseph D. Early, Jr.

*calendar year 2019

FACTS ABOUT BROOKFIELD:

SETTLED: 1660 as part of the Quaboag Plantation

INCORPORATED AS A TOWN: Brookfield was incorporated as a Town in 1673.

LOCATION:

Brookfield is located in Central Massachusetts, bounded by North Brookfield on the north, East Brookfield on the east, Sturbridge 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 (per 2019 census): 3,387

FORM OF GOVERNMENT:

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

FY2019 TAX RATE - \$18.95 per thousand dollars of valuation (as of 12/31/2018)

The total assessed value of the 1444 taxed parcels in the Town of Brookfield was \$297,262,543. There are 153 tax exempt parcels in our town. In December the FY 2020 tax rate was set at \$18.01 per thousand dollars of value (the previous tax rate in FY 2019 had been \$18.95 per thousand) marking the third straight year we have been able to lower our tax rate significantly.

The mean or average value of the 920 single family homes in Brookfield was \$237,325.65 resulting in an average annual real estate tax bill of \$4,274.23 for a single family home.

The latest Brookfield tax levy percentages and values by tax class are as follows:

Residential	92.97%	\$ 276,350,890
Commercial	3.52%	\$ 10,466,809
Industrial	0.90%	\$ 2,696,000
Personal Property	2.61%	\$ 7,748,844
Total Value	100.00%	\$ 297,262,543
Exempt Value		\$ 37,205,700

Square Miles: 16.57

STREETS AND HIGHWAYS:

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

PUBLIC SCHOOLS:

Brookfield maintains a Pre-K through grade six Elementary School and belongs to the Union 61 Tantasqua Regional School District, which includes 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, one captain, three lieutenants and 21 volunteer fire fighters.

EMERGENCY SQUAD:

Brookfield’s Emergency Squad, which is headed by Chief Donna Lafleur, includes one captain, one lieutenant and 12 EMS personnel. There are seven paramedics; four EMT basics and one EMT-intermediate. The service operates a 2008 Horton ambulance mounted on a GMC chassis.

POLICE:

During 2019, Brookfield had a 24/7 Police Department made up by its Chief, Sergeant and three full-time officers and a varying number of part time officers throughout the year.

RECREATIONAL FACILITIES:

Brookfield has one recreational field, Lewis Field, which is located on Main Street (Route 148). Lewis Field has a pavilion, softball, soccer and baseball fields, and a basketball court, as well as facilities for outings. We also have a Town beach on Quacumquasit Pond (also known as South Pond).

PUBLIC LIBRARY:

The Merrick Public Library, located at 2 Lincoln Street, on the Common, provides free public access to the Internet, as well as reader’s and reference advisory service. The Library is a mini-net 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. The Romanesque Banister Memorial Hall was built in 1884; the Trustees and staff continue to 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
UMass Medical Center, Worcester	508-334-1000
Worcester Medical Center, Worcester	508-363-5000

ELECTED TOWN OFFICERS
AS OF MAY, 2019

BOARD OF SELECTMEN (3)

Linda M. Lincoln, Chair May 2022
Clarence M Snyder III, May 2021
Vice Chair
Beth Coughlin, Clerk May 2020

BOARD OF ASSESSORS (3)

Holly Chisholm May 2021
Leonard Farr May 2022
Robert Falter May 2020

BOARD OF HEALTH (3)

Ronald Wassmer May 2020
George Hirtle May 2021
Michael Seery May 2022

CEMETERY COMMISSIONERS (3)

Patrick O'Day May 2021
William Pratt May 2020

CONSTABLES

Richard Lapierre May 2020
Mark Grubbs May 2022

MERRICK PUBLIC LIBRARY

TRUSTEES (6)

Barbara Clancy May 2020
Shelby O'Day May 2020
Matthew Bansfield May 2021
Carol Plumb May 2021
Sally Brown May 2022
Tracy Hill May 2021

MODERATOR (1)

Donald Taft May 2020

PLANNING BOARD (5)

Sharon Mahoney, Chair May 2023
Kevin Erkkila May 2022
John David Holdcraft May 2020
Russell Phaneuf May 2021

ELEM SCHOOL COMMITTEE (3)

Megan Cunningham May 2021
Kyle Hill May 2020
Andrew Dunn May 2022

REGIONAL SCHOOL COMMITTEE

Pam Fitzgerald May 2021
Megan Cunningham May 2022

TAX COLLECTOR

Brenda Parrish May 2020

TOWN CLERK

Michael Seery May 2022

WATER COMMISSIONERS (3)

Donald R. Taft May 2020
Robert R. Barnes May 2022
Al Jones May 2021

APPOINTED TOWN OFFICIALS AND STAFF

ADMINISTRATIVE ASSISTANT

& Chief Procurement Officer

Karen Trainor Resseguie

ACCOUNTANT

Laurie Bartkus

ADVISORY COMMITTEE (9)

Stephen Gillis, Chair	2020
Robert Barnes	2021
Kenneth Cleveland	2020
Leonard Farr	2020
Anthony Aubin	2020
Tom Regan	2021
Krista LeBraun	2022
Jeff Clarke	2021

AGRICULTURAL COMMISSION

Members (5) :

Lucinda Thompson, Co Chair	2020
Barbara Haberlin, Co Chair	2020
James Dolan	2022
Ronald Starcher	2022
Steve Novak	2020
Alternates	
Kenneth Cleveland	2020
Donald Haberlin	2020
Mark Ledoux	2020

ANIMAL CONTROL OFFICER

Sara Prideaux	2022
Travis Stewart, Assistant	2020

ANIMAL INSPECTOR

William Thompson	2020
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ASSESSOR'S OFFICE

Alan Jones, Principal Assessor
Patty King, Asst Assessor

BOARD OF HEALTH SECRETARY

Lani Criasia*

BUILDING INSPECTOR

Jeff Taylor	2021
John Zachariewicz, Alternate	2022

BY-LAW COMMITTEE (5)

James Cooke, Chair	2020
Robert Barnes	2020
Tara Browne	2020
Harry Pearson	2020
Barbara Wilson	2020

CEMETERY SUPERINTENDENT

Michael P. Seery

CEMETERY STAFF

James Milner

(CDBG) ADVISORY COMMITTEE (5)

Beth Coughlin	2020
Bruce Clarke	2020
Lucinda Thompson	2020
Bethany Roberts	2020
Mary Lou Knight	2020
Ken Cleveland	Lifetime member

CMRPC

Kevin Erkkila, Planning Bd	2020
Sharon Mahoney	2020

(CIPC) CAPITAL IMPROVEMENT PLANNING COMMITTEE

Kermit Eaton, Chair	2021*
Leonard Farr, Vice Chair	2021
Alan Jones, Vice Chair	2021*
Kathleen Hosterman, Clerk	2021 <i>ex officio</i>
Monica Redmond	2021 *
Beth Coughlin	2020
Peter O'Connell	2020
Robert Falter	2020 *
Sean Mulligan	2020 *
Cathy Larocca	2021
Carrie VonHold	2021

CONSERVATION COMMISSION (7)

Michael LaRocca, Chair	2020 *
Kenneth Cleveland	2022
Michael Dean	2022
Maureen Meriano	2022

CONSTABLE

Arthur Tatro	2020
--------------	------

COUNCIL ON AGING (9)

Barbara Clancy	2021
Frederica LaMonda	2021
Mary Falardeau	2022
Bethany Roberts	2022
Maura Canty	2022
Sally Brown	2022
Brenda Parish	2022

COUNSEL, TOWN

Kopelman and Paige, P.C.	2020
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CULTURAL COUNCIL (up to 22)

William Simpson, Chair	2022
Barbara Wilson	2021
Rosie Kadelski	2022
Madelyn Swanson	2022
Jeanne Lytle	2020
Kathleen Landry	2020
Damien Sargent	2021
Doreen Niefert	2021

CUSTODIAN, MUNICIPAL

Paul Mielowski

ELECTION WORKERS

Kathryn Latour, Warden	2021
Sally Brown	2021
Jane Kay	2021
Carol Lapierre	2021
Sandra Renaud	2021
Sabrino Grillo	2021
Annette Lazili	2021
Karen Simpson	2021
Louise Woodard	2021
Geraldine Pisarczyk	2021
Maureen Meriano	2021

EMERGENCY MANAGEMENT AGENCY (BEMA)

Peter Martell, Director	2021
Keith Karrmann, Deputy	2021

EMERGENCY MEDICAL SQUAD CHIEF

Donna Lafleur, Chief	2022
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EMERGENCY MEDICAL SQUAD OFFICERS

Peter Martell, Captain,	2022
Matthew Graves, Lt.	2022

EMERGENCY MEDICAL SQUAD

All until 2020 unless otherwise noted:

Terry Anderson, EMT
 Dan Driscoll, EMT
 Jay Haley
 Micah Laird
 John Glennon, Paramedic
 Mark Lovely EMT
 Ashley Marks EMT
 David Martell, Paramedic
 Matthew Roderick, Intermediate
 Donna Lafleur, Chief/Paramedic
 Peter Martell, Captain/Paramedic
 Matthew Graves, Lieut/Paramedic
 Raymond Ranellone

FINANCIAL OFFICIALS

Holly Chisholm, Assistant Treasurer

FIRE CHIEF & FOREST FIRE WARDEN

Peter Martell	2022
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FIRE DEPARTMENT OFFICERS

Chief Peter Martell	2022
Asst. Chief Herbert Chaffee	2022
Captain David Martell	2022
Lt. William MacLeod	2022

FIREFIIGHTERS All until 2020

Steve Budnik
Philip Chaffee
Daniel Driscoll
Charles Edgette
Daniel Esser
Matthew Graves
Donna Lafleur
Ashley Marks
Linda MacLeod
David Merlo
Matthew Phillips
Ray Ranellone
Matthew Roderick
Jay Haley
Jeffrey White
John Rose
Michael Scott

GRANT WRITER/FACILITATOR

Cathy Larocca

HIGHWAY SUPERINTENDENT

Ryan Pontbriand 2022

HIGHWAY DEPARTMENT STAFF

Donald L. Herbert, full-time
Cindy Thompson, Administrative Asst
Mike Duval, full-time

HISTORICAL COMMISSION (7)

Carol Plumb, Chairman 2020
Lois O’Leary 2021
Thomas Morse 2022
Michael Metz 2022
Emery Manning 2020*
Donald Faugno 2021
Judy Hitchcock 2022

HOMELAND SECURITY REP.

Keith Karrmann 2021

INSURANCE ADVISORY

COMMITTEE (all expire 2020)

Barbara Clancy, Retirees’ Representative
Linda M. Lincoln, Senior Rep
Sherry Gillen, Teachers Rep
Sgt. Steven Pariseau, Police Union Rep.

Holly Chisholm, Town Hall Clerk Staff
Joanne O’Connell, Non-Cert Sch. Staff
Dennis Clarke, Water Dept. Rep.
Donald Herbert, Highway Dept. Rep

LOCAL PUBLIC ACCESS

COMMITTEE (Cable TV) (7)

Kevin Erkkila 2021
Danielle Kane 2020
Sharon Mahoney 2020

MASTER PLAN COMMITTEE

Donald Taft 2021
Maureen Lepak 2021
Dr. Peter Levine 2021
Ruff Phaneuf 2022
Alison Welman 2022

MERRICK PUBLIC LIBRARY STAFF

Brenda Metterville, Director
Andrea Faugno, Library Assisant
Katherine Simpson, Library Assistant
Michelle Taylor, Library Assistant
Julia Taylor, Senior Library Assistant
Joan Sagendorph, Library Assistant, sub
Joanne Pierce, Library Assistant
Carrie VanHold, Library Assistant[
Margaret Aubin, Custodian

MUNICIPAL CLERK

Lois O’Leary

BOARD OF OVERSEERS (DISPATCH)

Michael Blanchard 2020

PARKING CLERK/HEARING OFFICER

Michael P. Seery 2020

PERSONNEL BOARD (6)

Holly Chisholm 2021
Linda Lincoln 2021
Doug Ford 2021
Mary Lou Knight 2021
Lucinda Thompson 2021

PLUMBING & GAS INSPECTOR

Robert Wall 2021
James McNeaney, Alternate 2021

POLICE DEPARTMENT

Michael Blanchard, Chief 2020

POLICE DEPARTMENT STAFF

Holly Chisholm, Administrative Assistant

POLICE PATROL OFFICERS

Terms end 2023 unless otherwise stated

Steven Pariseau, Sgt, Full-time 2023
Sean T. Marino, Full -time 2023
Lee Murphy, Full-time 2023
Michael Lapiore, Full-time 2023

PART TIME POLICE OFFICERS

Terms end 2020 unless otherwise stated

Brian Kibbe, Part-time
Serenity Allen, Part-time
Greg Pianka Part-time
Herb Duggan, Part-time
Justin DeFault
Matthew Niles
Bryan Sterns
Joel Wilson
Daniel Driscoll

RECREATION COMMITTEE

Jeffrey Landine, Chair 2020
Ian Nugent 2020
Lisa Hanrahan 2020
Jake Hill 2020
Kyle Hill 2020
Brennon Cunningham 2021
Erik Blake 2020

REGISTRARS, BOARD OF

Shirley Sanborn 2022
Lois O’Leary 2021
Nancy Flynn 2020

SEXUAL HARASSMENT OFFICER

Lani Criasia 2020 *
Kathleen Bradley 2020

SOURCE WATER PROTECTION COMMITTEE (7)

Bruce Clarke 2022
Mary T. O’Connell 2022

SUPT. OF INSECT & PEST CONTROL

Ryan Pontbriand 2022

TREE WARDEN

Ryan Pontbriand 2020

TRENCH SAFETY OFFICER

Ryan Pontbriand 2020

TOWN HALL IMPROVEMENT

Bill Simpson 2020
Al Jones 2022
Donald Taft 2020
Carol Plumb 2021
Mary Lou Knight 2022

TOWN TREASURER

Lani Criasia 2020*

TRANSFER STATION STAFF

James Milner
Arthur Morin
Ron Wassmer
Michael Seery
George Hirtle

VETERANS SERVICES DIRECTOR, VETERANS AGENT and VETERANS BURIAL AGENT

Gary LaPine 2022

**resigned*



WATER DEPARTMENT STAFF

Dennis Clarke - Superintendent
 Bruce Clarke - Secondary Operator
 Jeff Beauchamp - Secondary Operator
 Holly Chisholm, Administrative Assistant

WIRING (Electrical), INSPECTOR

Scot Mansfield 2021
 Paul Shepardson, Alternate 2021

WRTA BOARD

Rose Carrier 2022

ZONING BOARD OF APPEALS

5 with 3 Alternates

Steven J. Comtois, II, Chair 2021
 Timothy Simon 2023
 Kenneth Cleveland 2023
 Danielle Forcier-White 2021 *
 Charles Wilson 2020
 Tim Simon, Alternate 2023
 Roger Mundelle, Alternate 2023

ZONING ENFORCEMENT OFFICER

Nicholas Thomo 2022



REPORT OF THE BOARD OF SELECTMEN

2019 Selectman Report

This was a year of reconciliation and change. Some of the change was visible – the work finally commenced and completed on the town hall restroom, offices were moved and reorganized, with a lion’s share of the work executed by or under the close supervision of the Town Hall Improvement Committee.

Good news came to us at the beginning of the year: Tobin Beach was formally accepted on the National Register of Historical Places.

The BOS worked with Water Department and Personnel Committee to allow for flexibility in benefits when hiring professional staff. This approach was approved at our Special Town Meeting. This enabled us to bring a strong new Water Superintendent onboard.

With substantive leadership and support of the CBDG Advisory Committee, the Hayden and Hyde Street Project kicked off and would complete in the spring of 2020 while continuing the finalization of the FY2017 Projects, including a Senior Center Design, Completion of a town-wide municipal property ADA Review, and Post Road Environmental Remediation Requirements review. The coordination between CMRPC, contractors and the highway department resulted in a highly effective project with funds remaining for additional support of CBDG initiatives.

In the spring we received the retirement request of Herb Chaffee, town resident, and Assistant Fire Chief and Highway Superintendent from the Highway Department. After a broad search, we welcomed Ryan Pointbriand as Highway Superintendent.

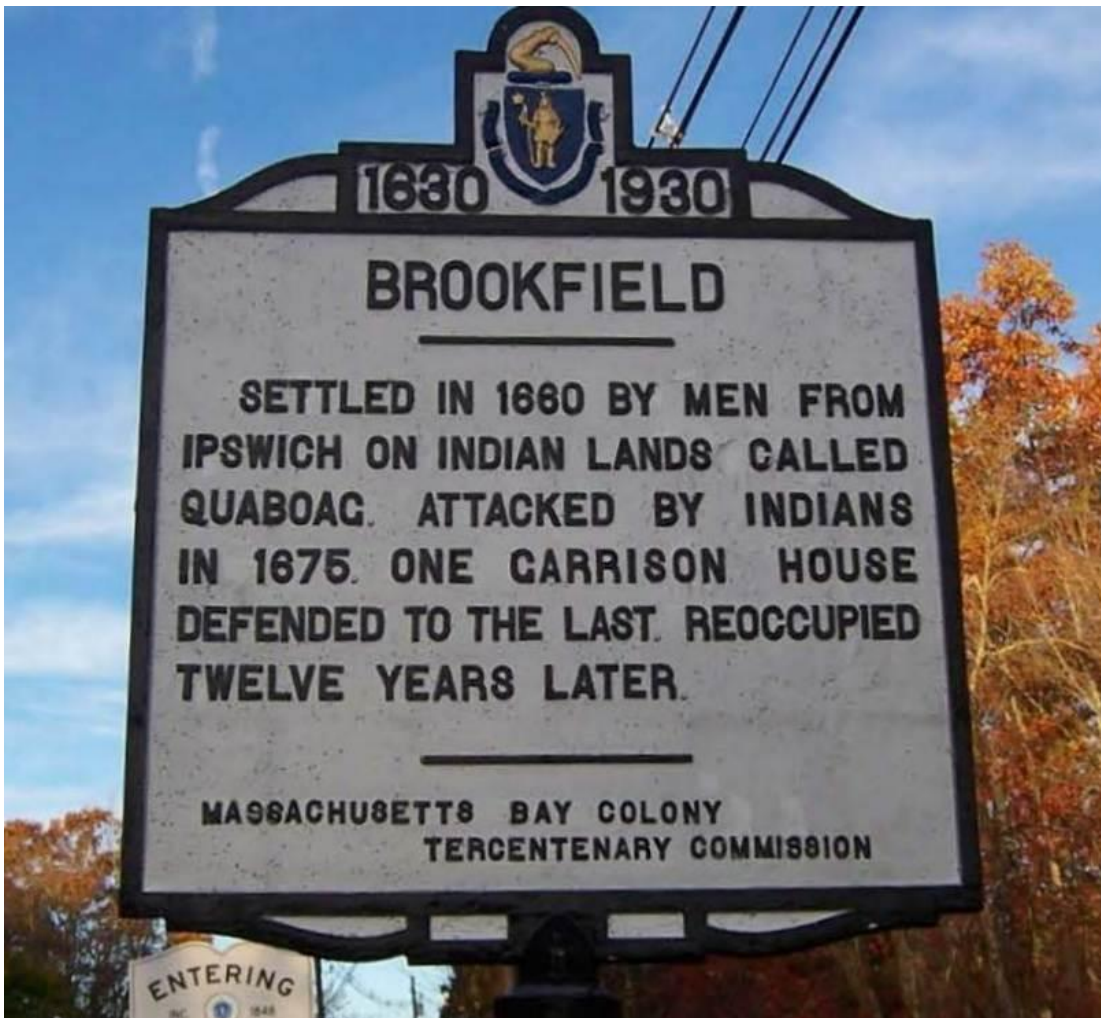
In partnership with the Board of Health and the Highway department, removal of derelict buildings continued, to improve the safety of citizens, remove eyesores, and protect the value of neighbor’s property. The Board of Selectmen, with support of the Zoning Enforcement Officer, also pursued several actions against landowners engaged in the open storage on trash on properties, resulting in several clean-ups.

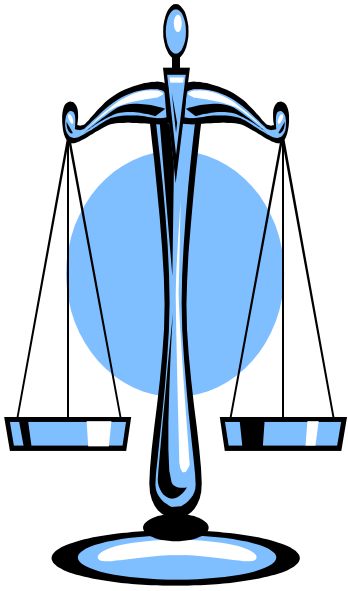
The Board of Selectmen, working with the Library Trustees and the Historical Committee, supported the continued lease on 18 Common Street with the eventual goal of acquiring the property in the future. Acquisition efforts were put on hold due to the need to reconcile the town finances and to coordinate that goal with the balance of the Capital Improvement needs of the town.

Due to turnover within the Accountant and Treasurer's office, the Board of Selectmen made the difficult decision to enlist the services of a third-party service in lieu of a search for an accountant and eventually retained a service to reconcile the Treasurer's office. The treasurer office effort began in November and continued into 2020.

A significant topic that drove a lot of effort and conversation between townspeople, the Board of Selectmen and the recreation committee was the fate of South Pond. Eventually a South Pond Committee was formed, which is still working through the relationship with the State and the community.

Although beyond the time period of this report, at the time of writing the town's books were finally reconciled and filed with the state. This will position us to finally execute an Audit in 2020.





REPORT OF TOWN COUNSEL

During the fiscal year 2019, Town Counsel worked to promptly and efficiently respond to requests for opinions and advice from Town officials on a wide variety of issues. We advised regarding procedures for amending the Town's personnel bylaw and adoption of related policies, various real estate transactions including the Common Street lease, contract matters including PILOT agreements, and several zoning enforcement proceedings, among other matters. We also represented the Town in several pending court actions in the United States District Court for the District of Massachusetts, the Worcester Superior Court, Central Housing Court, East Brookfield District Court, and the Land Court. Additionally, we advised the Board of Selectmen, other Town officials, and various Town boards and committees on contracts, conflict of interest, and labor and employment issues. We worked with the Selectmen to prepare Annual and Special Town Meeting Warrants, including providing sample bylaws, and advised the Town during the Annual and Special Town Meetings.

The following matters were pending in courts of the Commonwealth during fiscal year 2019, in which Town Counsel provided a defense and/or initiated on behalf of the Town:

Town of Brookfield, by and through its Zoning Enforcement Officer v. John D. Holdcraft, a/k/a David Holdcraft (26 Allen Road)
Land Court, Case No. 17 MISC 000556

Town of Brookfield, by and through its Zoning Enforcement Officer v. John D. Holdcraft, a/k/a David Holdcraft (90 Lake Road)
Land Court, Case No. 17 MISC 000557

Town of Brookfield v. John D. Holdcraft (6 South Maple Road)
Land Court, Case No. 18 MISC 000501

The three above-listed matters are all enforcement actions brought by the Town to enforce the Town's Zoning By-law and orders of the Zoning Enforcement Officer requiring the property owners to cease and desist from the open air storage of junk, salvage and debris at the subject properties. These matters were pending in Fiscal Year 2019.

John Holdcraft v. Town of Brookfield et al.

U.S. District Court for the District of Massachusetts, Docket No. 4:17-cv-12049-TSH
(formerly Worcester Superior Court C.A. No. 1785-CV-1534)

This is an appeal of the Zoning Board of Appeal's decision finding that a Special Permit issued in 2003 for property located at 6 South Maple Street has expired by

its terms, and a claim of a violation of plaintiff's state and federal civil rights (due process and 1st Amendment). The matter was pending in Fiscal Year 2019.

Daniel Plourde, et al. v. Zoning Board of Appeals

East Brookfield District Court, C.A. No. 1869CV0257

This case is an appeal of the Zoning Board of Appeals' August 28, 2018 decision affirming the Zoning Enforcement Officer's order directing Daniel Plourde to cease using his property at 5 Quaboag Street for uses other than occasional youth motocross rider practicing for recreational purposes, in accordance with a prior order of the District Court. This matter was pending in Fiscal Year 2019.

Town of Brookfield, by and through its Zoning Enforcement Officer v. Robert F. Angel, Jr. (42 Gay Road)

Central Housing Court, Worcester Division, C.A. No. 18H85CV000622

Town of Brookfield, by and through its Zoning Enforcement Officer v. Rocco Loricco (66 Mill Street)

Central Housing Court, Worcester Division, C.A. No. 18H85CV000623

Town of Brookfield, by and through its Zoning Enforcement Officer v. John A. Mansfield (99 Rice Corner Road)

Central Housing Court, Worcester Division, C.A. No. 18H85CV000624

The three above-listed matters are all enforcement actions brought by the Town to enforce the Town's Zoning By-law and orders of the Zoning Enforcement Officer requiring the property owners to cease and desist from the open air storage of junk, salvage and debris at the subject properties. These matters were concluded in Fiscal Year 2019.

There are also several cases pending in Land Court, relative to tax title proceedings.

Town Counsel has continued to work to reduce municipal legal costs by preparing updates regarding changes in the law and addressing issues of general municipal interest, all at no charge to the Town. We also offer free training sessions on many issues, from more traditional topics, such as the Open Meeting and Public Records Laws, to the more cutting edge issues such as the impacts of the legalization of medical and recreational marijuana, and related efforts to regulate same, as well as municipal responses to the COVID-19 pandemic.

As always, we strive to provide the highest quality legal services as quickly and effectively as possible and we are committed to continuing to work to provide legal advice and representation in the best interests of the Town.

We extend our appreciation to the Board of Selectmen for their confidence in retaining KP Law, and we appreciate the assistance and cooperation we have received on all matters from the Board of Selectmen and other Town officials, boards and personnel.

Report of the Brookfield Advisory Committee

The prime function of the finance advisory committee is reviewing departmental budgets and submitting a balanced budget to town meeting. All municipal officers authorized to spend money provide the advisory committee with estimates of how much funding will be needed for the proper maintenance of their departments. These estimates are used in the preparation of the town's annual operating and capital budgets. The advisory committee meets monthly and more frequently for three to six months before town meeting. Throughout the budget cycle, the committee's main goals are to optimize the value of each dollar spent, address the town's long range as well as immediate needs and to present a balanced budget to town meeting.

The Advisory Committee membership saw a major restructuring in July 2017 and has remained relatively stable since, allowing us to continue to develop relationships with department heads, Town Accountant and Treasurer, and the Board of Selectmen. We continue to educate ourselves of the mechanics of municipal budgeting and develop our understanding of our role regarding the duties, responsibilities and impact of budgeting decisions on all departments and the citizens of Brookfield. To this end, we remain members of the Association of Town Finance Committees and access their professional resources.

A number of changes have been made in the last year, as the town accounting services have been outsourced to a third party municipal accounting service and a third party treasurer service has been retained since January of 2020 to perform the Treasurer functions of the town as we search for a full time Treasurer. Our committee has worked successfully with both the accountant and treasurer to prepare the budget this year. We also were able to coordinate a department heads meeting to kick off the budget submission process and to explain the methodology used in the preparation of the budget. It was well attended and served to emphasize the committee's long term goal of transparency and communication to all involved in the budget process. While there have been positive organizational and structural changes made in this budget cycle, financial performance issues continue to be present. The certification of the town's budgets and free cash, implementation of fiscal policies and procedures authorized by the Selectmen in January and strategic planning for large capital expenses with the help of the Capital Improvement Planning Committee are ongoing objectives. This spring the country has been hit with the COVID virus and that has put increased pressure on the fiscal structure and cash flow of the Town.

During this pandemic we will work to the best of our abilities for the greater good, fiscal discipline, intelligent growth and overall improvement of the Town of Brookfield.

Respectfully Submitted by:

Steve Gillis, Chairman. Lee Farr, Vice Chairman.

Bob Barnes, Ken Cleveland, Tony Aubin, Jeff Clark, Christa LeBrun, Tom Regan.





REPORT OF THE AGRICULTURAL COMMISSION

Brookfield's Agricultural Commission and Right to Farm Bylaw were established by Town Meeting vote in June 2011. In establishing the commission and bylaw the Town recognizes the importance agriculture has and will have into the future. The Agricultural Commission is comprised of ten members appointed by the Selectmen, 5 full-time and 5 alternates, the full-time positions serving 3-year terms each. Our purpose is "to serve as facilitators for encouraging the pursuit of agriculture in Brookfield, and to promote agricultural-based economic opportunities in the Town." Our mission is "to preserve, revitalize, and sustain Brookfield agriculture, its lands and to encourage the pursuit of agriculture, promoting agricultural-based opportunities and protect farmland."

Commission Objectives:

1. Increase public awareness of agriculture, and the positive impact it has on the Town;
2. Communicating the importance of the Right-to-Farm Bylaw which provides the guiding principles of the Commission;
3. Act as a mediator in disputes that may arise between farmers and their neighbors;
4. Work in close cooperation with other Town boards and committees to promote agricultural products and activities; and
5. Bring awareness to farms and farmers of federal, state and other programs.

This year the commission hosted the "Third Annual Brookfield Tractor Parade" in conjunction with the Brookfield Garden Club's Annual Plant Sale on the Common. Tractors of all sizes participated in a parade around "The Common." Our members provided pumpkin & flower growing kits. Pumpkin growers were invited to bring their prize pumpkins to Apple Country Fair for display and friendly competition.

A tractor display was held on Central Street during Apple Country Fair.

The Commission thanks the Town for the continuing support in its efforts to promote a sustainable agricultural base.

Respectfully Submitted,

Your Agricultural Commission: Lucinda Thompson, Chairman; Barbara Haberlin, Co-Chair; Steve Novak; James Dolan; Ron Starcher

Alternates/Advisors: Ken Cleveland; Donald Grimes; Donald Haberlin; Dr. Mark Ledoux, DVM

REPORT OF THE ANIMAL CONTROL OFFICER

For the year of 2019 Animal control for the town of Brookfield received a total of 52 calls.

Of those calls 19 were missing/found cat calls 30 calls were dog related, and 3 were questions regarding town laws.

6 dogs were picked up. Of those six two were never claimed and were transported by the Sturbridge ACO to a rescue and adopted out.



The Brookfield Police department has been a huge help and wonderful to work with. Without them my job would be that much harder and appreciate their hard work and dedication even to the animal side of the law.

I'd like to thank the Sturbridge ACO for allowing Brookfield to use their kennel to house the dogs of Brookfield and the care for the animals in their pound.

Sara Prideaux, Brookfield Animal control.

REPORT OF THE ANIMAL INSPECTOR

Barns Inspected	22
Cattle	9
Goats	16
Sheep	13
Swine	0
Equines	140
Donkey/Mules	0
Llamas	4
Poultry	458
Rabbits	28
Waterfowl	10
Turkeys	0

Respectfully submitted,

William F. Thompson, Animal Inspector

REPORT OF THE BOARD OF ASSESSORS

Board of Assessors Members: Robert G. Falter, Chair (20); Holly J. Chisholm, (21); Leonard S. Farr (22)
Assessing Department Staff: Principal Assessor – Alan K. Jones; Assistant Assessor– Patricia A.King

The Brookfield Assessing Department operates with an elected Board of Assessors, a full time Principal Assessor and a part time Assistant Assessor.

In May, Leonard Farr was elected to a three year term on the Board. This is Lee's first time as an Assessor and we welcome the wealth of knowledge Lee brings to our department.

Al Jones successfully completed the remainder of the required MAAO courses and received the Massachusetts Accredited Assessor (MAA) designation.

Our goal of viewing/visiting every one of the approximately 1600 parcels in town within a 24 month span to assist us with the deployment of our new assessing software was completed. In conjunction with these visits we have updated the photos of practically every developed parcel in town.

Negotiations for the two newest solar PILOT agreements (Payment In Lieu Of Taxes) for South Maple St installations are ongoing. With one or two more large scale solar installations on the horizon we can expect some additional tax revenues in the upcoming years.

The Senior/Veteran tax workoff program allowing qualifying homeowners to work for the town in return for a tax credit continues to be a success. We had two senior workers and two veteran workers participate this past year.

In November the Dept of Revenue certified our real estate values and the Board of Selectmen unanimously voted to maintain a single tax rate for all Residential, Commercial, Industrial parcels and Personal Property.

In December the long awaited CAMA assessing software migration from our old legacy State of Mass supported software to the new Tyler/IAS World CAMA software began. We anticipate this project continuing into FY2021.

The total assessed value of the 1444 taxed parcels in the Town of Brookfield was \$297,262,543. There are 153 tax exempt parcels in our town. In December the FY 2020 tax rate was set at \$18.01 per thousand dollars of value (the previous tax rate in FY 2019 had been \$18.95 per thousand) marking the third straight year we have been able to lower our tax rate significantly.

The mean or average value of the 920 single family homes in Brookfield was \$237,325.65 resulting in an average annual real estate tax bill of \$4,274.23 for a single family home.

The latest Brookfield tax levy percentages and values by tax class are as follows:

Residential	92.97%	\$ 276,350,890
Commercial	3.52%	\$ 10,466,809
Industrial	0.90%	\$ 2,696,000
Personal Property	2.61%	\$ 7,748,844
Total Value	100.00%	\$ 297,262,543

Exempt Value \$ 37,205,700

OFFICE HOURS and CONTACT INFORMATION

(508) 867-2930 Ext 16 or Ext 23

Monday, 9:00 AM to 3:00 PM

Tuesday, 9:00 AM to 3:00 PM

Wednesday, 9:00 AM to 3:00 PM

Thursday, 9:00 AM to 3:00 PM

First and Third Wednesday evenings, 5:00 PM to 6:30 PM

The Board of Assessors and the Assessing staff remind the taxpayers of Brookfield that real estate in Massachusetts is assessed based on the full and fair cash value of the land and buildings and at 100 percent of fair market value.

We would like to thank the townspeople of Brookfield for their continued cooperation and support.

REPORT OF THE BOARD OF HEALTH

In May Michael Seery was re-elected as a new member of the Board of Health.

Transfer Station

We continue to encourage citizens to use the transfer station because there is no question that it is less costly than using curbside pickup. Last year the number of annual users increased by twenty. We now have 570 households using the Transfer Station. The yearly permit fee is \$85.00 dollars and large bags are \$15.00 for a package of ten and kitchen sized bags are \$8.00 for a package of ten. The transfer station is open on Tuesdays from 3 to 6 P.M. and Saturdays 7 A.M. to 4 P.M. and is located on 7 Quaboag Street. Transfer station bags can be purchased at Cumberland Farms, Tip Top Country Store or Central Package for your convenience. During 2019 the board voted to promote Jim Milner as the Transfer Station Manager. The Town approved the position at Town Meeting.



The board would also like to thank its dedicated transfer station staff who work through all kinds of weather and sacrifice every Saturday and Tuesday to be on duty at the transfer station. We are grateful for their dedication. Staffing Members are Jim Milner and George Hirtle.

Transfer Station Well Tests

The board has a 3 year contract with ECS who have provided service for the last 6 years. Currently we are obligated to have quarterly and bi-annual well tests and gas probes on the landfill cap. This year we increased the Well Tests by \$700 dollars due to a reoccurring test that the DEP mandates.

Local Condemnation Orders

The Board of Health had a building located at 34 South Maple Street torn down in 2019. The board would like to thank our Grant Writer Cathy Larocca who worked tirelessly to help secure a grant from the Abandoned Housing Initiative to help pay for the condemnation. We would also like to thank Ryan Pontbriand, Richard Chaffee and the entire Highway department for their help in taking down this building.

Board of Health Secretary

After many years of service to our board, our secretary Lani Criasia resigned in December to take a new job. We will miss Lani dearly but wish her the best on her new endeavor.

Sanitary Code Inspections

The board hired Chrissy Florence as our new Health Agent in December. Chrissy replaces our former agent Lisa Daoust who served for the past year.

Nuisance Complaints-3
Nuisance enforcement letters-3
Nuisance re-inspections-4
Foodservice Inspections-16
Retail Food Inspections-11
Residential Kitchen Inspections-4
Food Pantry Inspections-2
Mobile Food inspection-1
Special Event Inspections-3
Housing Inspections-2
Housing Re-inspections-1
Housing enforcement letters-2
Attend BOH meeting-2

Board of Health Permits

The board received \$3,975.00 in permit fees. Permits issued by the Board of Health include Food Establishments, Title V Installers, Septic Haulers, Funeral Home Directors, and Trash Haulers. The board also collects pad fees on a monthly basis from our Mobile Home Parks and turns them over to the tax collector that sum was for \$41,760.00.

Flu Clinics and Community Health Program

The board held one flu clinic in October this year. It went very well, 56 citizens attended and received flu vaccines. Notice was published along with an automated phone call through our Blackboard Connect service to reach as many residents as possible that our town offers this vital service. Cheryl Rawinski of Sutton is our Community Health Coordinator and has saved our town a significant sum of money.

Title V Septic Systems

The board responded to several complaints of failed septic systems this year. All have been resolved to the boards' satisfaction.

Respectfully Submitted,
Michael P. Seery-Chairman
Ronald Wassmer-Vice Chairman
George Hirtle

REPORT OF THE INSPECTOR OF BUILDINGS

Single Family Dwellings	4
Sheds	0
Additions	2
Roofing	28
Garages	1
Windows/Siding	15
Renovations/Remodeling	16
Stoves/Pellet/Wood	8
Pools/In ground/ Above ground	6
Signs	1
Decks	7
Demolition	3
Barns	3
Storage Buildings	1
Temp Mobile for fire purposes	0
Fence	0
Co-Locator/ Cell tower	1
Weatherization/insulation	8
Sheet Metal	4
Solar Residential	6



TOTAL 95

Total permit income	\$26,771.00
Estimated value on permits	\$3,532,578

Respectfully Submitted
 Jeff Taylor, CBO
 Inspector of Buildings



REPORT OF THE CAPITAL IMPROVEMENT PLANNING COMMITTEE 2019-2020

The Capital Improvement Planning Committee (CIPC) mission and composition are defined in the 2017 Town By-laws:

The purpose of the committee shall be to study proposed capital outlays involving major non-recurring tangible assets and projects which: 1) are purchased or undertaken at intervals of not less than five years 2) have a useful life of at least five years, and 3) cost over \$5,000. The committee shall prepare and submit to the Selectmen in February of each year an annual report recommending a Capital Improvement budget for the next fiscal year and a Capital Improvement Program including recommended capital improvements for the following five fiscal years. The Selectmen shall review and approve the report and submit it to the Annual Town Meeting for acceptance by the town.

A Capital Improvement Planning Committee shall be appointed by the Board of Selectmen to be composed of the following: one member of the Advisory Board, one member of the Board of Selectmen, the Treasurer, one member of the Brookfield School Committee (or its designee) and three or more members of the community. The Town Accountant shall be an ex-officio member, having no right to vote.

In 2019, the regular members in attendance included Peter O'Connell, chairman, Lee Farr, Vice-Chair and Advisory Committee representative, Maureen Meriano, Clerk, Beth Coughlin (Selectmen liaison), Kathleen Hosterman (Elementary School Committee designee), Cathy LaRocca, Mike Seery, and Carrie Von Hold. The Selectmen exempted the Treasurers from attending the meetings to enable them to work with the Town Accountant to get the Town's books balanced and to get Free Cash certified for FY2018 and FY2019.

The objectives of the CIPC are to: (1) engage department heads in long-range capital planning that helps the Town avoid high capital expenses in one year and low expenses in another year; (2) provide the Town the lead time to identify potential sources of grants for capital projects that lower the Town's capital costs, (3) recommend to the Selectmen goals and limits for capital spending, free cash, financial reserves, and debt service as integral parts of the Town's financial planning, and (4) enable the Town to apply for a bond rating ensuring that it can borrow money at predictable interest rates.

As noted last year, the town's inability to balance its books and the absence of a qualified Treasurer prevented the Capital Planning Committee from developing a complete five-year Capital Plan for the June, 2019 Annual Town Meeting and it has caused us to be unable to complete the FY21-FY25 Capital Plan by the February, 2020 deadline outlined in the By-Laws. In addition, because the Town needed to transfer funds from Stabilization for the last two years to cover the highest priority capital and budget needs, the Stabilization Fund and financial reserves are lower than they should be; many capital needs of the Town were deferred and have built up - exactly the opposite of what good capital planning is supposed to prevent.

As of the writing of this report, the Town has yet to have Free Cash certified for the last two years but hopes to do so by May 1. This means that the Capital Planning Committee will have less than a month to make recommendations on capital spending for FY2021. Nevertheless, the CIPC has made the following progress this year:

1. The CIPC endorsed financial policy recommendations made by Town Accountant
2. Laurie Bartkus to the Selectmen that include the following benchmark goals related to capital planning:
 - a. **Overall Financial Reserves:** 7% - 10% Annual Operating budget (\$560,000 - \$800,000):
 - i. Free Cash: 3% - 5% of annual budget (\$240,000 - \$400,000)
 - ii. Stabilization: 5% (\$400,000)
 - iii. Create a Capital Investment Stabilization Fund: 1% (\$80,000) plus budget for capital expense for one year (est. of \$100,000).
 - iv. Advisory Committee Reserve Fund: ½ percent of annual operating budget (\$40,000)
 - b. **Debt:** 2-5% of Annual Operating Budget (\$160,000 to \$400,000 in debt service each year). 50% or less of the borrowing should be for 10 years or less and longer term borrowing be reserved for building projects or large capital projects.
3. Committee members have gathered capital requests from Department Heads and Committee chairs, reviewed them, and developed a spreadsheet for FY2021 to FY2025. Once the financial picture of the Town is known, the CIPC will incorporate into the draft FY2021-FY2025 Capital Plan the information from the Town Accountant and Acting Interim Treasurer on certified Free Cash for the past two years and on the Town's tax position relative to the Levy Limit.
4. The FY2021-FY2025 Capital Plan will be presented to the Selectmen in for approval in late May and to present the Capital Plan to the Annual Town Meeting voters for acceptance. If we are successful, the Town will have its first Capital Plan.

Respectfully submitted,

Peter O'Connell, Chairman of the Capital Improvement Planning Committee



REPORT OF THE CEMETERY COMMISSIONERS

The elected Cemetery Commissioners and the Superintendent of the historic Brookfield Cemetery provide this annual town report with pride. The internments of loved ones, the general grounds keeping and maintenance, as well as the continued preservation efforts in the cemetery, were all done with care.

During the past year, 13 people were interred to the Brookfield Cemetery. We extend our condolences to those family members and friends who have lost loved ones. The cemetery received \$3,850.00 in burial fees and \$1,600.00 in sale of lot fees. The non-expendable balance for the perpetual care fund is \$137,659.46, and the expendable balance is \$18,952.54. The total balance is \$156,612.00.

The Commissioners would like to thank Former Highway Superintendent Herb Chafee, New Highway Superintendent Ryan Pontbriand, Donald Herbert and Mike Duval for their help with grave openings and picking up and delivering material and plowing in the winter.

Jeppson Grant & Urban Forestry

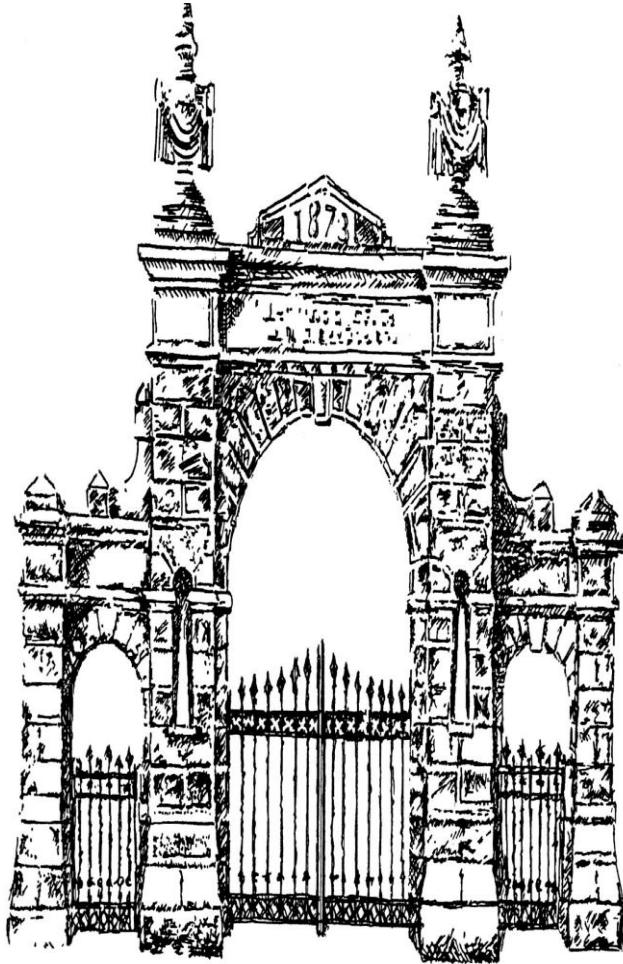
The balance for the Jeppson Grant is \$5,101.46. The balance for the Urban Forestry Grant is \$6,200.00.

Cemetery Preservation

The preservation fund is active, and donations or memorial contributions in the memory of loved ones can be put towards the fund. Please consider making a donation in any amount. The current amount in the Preservation account is \$46,533.83

Cemetery Commissioners

In 2019 former Chairman Emery Manning chose not to run for re-election. Lifelong resident Patrick O'Day was elected to a 3 year term. In August of 2019 and October we lost Commissioners Ed Foley and Bill Pratt. Ed served our country in the Army during peacetime and Bill served in the Air Force and is a decorated Vietnam War



veteran. Ed and Bill are greatly missed and we thank them for their dedication to our town and country. In November of 2019 Gary Lincoln was appointed to fill Bill Pratt's vacancy.

Rules and Regulations

Please note that specific rules and regulations set by the Commissioners and voted by the townspeople have been in place for several years. Lot purchase in the Brookfield Cemetery is limited to former and current Brookfield residents only who have resided in town a minimum of 5 years. Also, there is a type and size limit for memorial gravestones and markers that are allowed. The planting of shrubs around gravestones must be approved by the commissioners or superintendent. The planting of any tree other than a small type shrub around a gravestone is prohibited. The Cemetery Commissioners reserve the right to remove any overgrown shrubs around gravestones. Remember to remove any flowers not in season, including artificial plants, and to maintain decorations.

For grave lot prices, detailed Rules and Regulations and general information, please call our Cemetery Superintendent Michael P. Seery at 508-867-5500 or 508-867-2930 X 12. Mike can also be reached at mseery@brookfieldma.us this information is also available online from the town's website: www.brookfieldma.us. Just click on Cemetery commission for a link within the site. As always, please respect this historic hallowed ground when visiting the cemetery.

Respectfully submitted,
Patrick J. O'Day-Chairman
Gary Lincoln
Superintendent-Mike Seery

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

The purpose of this committee, which is appointed annually by the Board of Selectmen, is to apply for Community Development Block Grants that would be beneficial to the Town of Brookfield. As part of the competitive CDBG application process we help to gather information, select projects, and hold public meetings during the application period. If a grant is awarded, the Committee generally serves as the steering body for grant-funded projects, including procurement of consultants and contractors, project oversight, and public interaction. Brookfield continues to work with the Central Massachusetts Regional Planning Commission (CMRPC) to help us seek and administer CDBG funds. Housing rehabilitation activities continue to be coordinated through CMRPC's partners at the Pioneer Valley Planning Commission in Springfield

2019 was another busy year for the Committee. Four of six activities under the FY 2017 CDBG award (\$363,699) were completed during the year: the Senior Center architectural design project, the 15 Post Road environmental site assessment project, one unit of housing rehabilitation, and the 15 Post Road environmental remediation design

project. The last two activities listed were added when other grant-funded activities came in below their projected budgets. Two other activities (the ADA Self-Evaluation and Transition Plan and the Hayden-Hyde and Draper-High infrastructure design project) in the FY17 grant had been completed in 2018. Two activities were also underway this year through the Town's FY 2018 CDBG award of \$800,000. These included the Hayden Avenue/Hyde Street infrastructure construction project (completed in October, it included drainage, water, sidewalk and roadway improvements) and six units of housing rehabilitation, all of which were in process or complete by the end of the year. Late in the year the Committee assisted with early stages of development of an FY 2020 CDBG application focused on housing rehabilitation and in partnership with North Brookfield.

The Committee would like to thank various Town staff and members of other Town boards such as the Highway and Water Departments, the Town Grant Writer, Accountant and Treasurer, the Council on Aging, and the Town Hall Improvement Committee for their assistance with several of these projects.

Respectfully submitted,
Bruce Clarke, Chairman
Lucinda Thompson
Mary Lou Knight
Bethany Roberts
William Simpson

REPORT OF THE CONSTABLES

All warrants were posted as directed with no returns made at no cost to the Town. Constable service was provided for all elections held at the Brookfield Town Hall.

Respectfully Submitted,
Richard Lapierre-Elected Bruce W. Gadaire-Elected Arthur Tatro-Appointed



REPORT OF THE CONSERVATION COMMISSION

The Brookfield Conservation Commission meets every 3rd Tuesday of each month. Working closely with the Massachusetts Department of Environmental Protection (Mass DEP) the Conservation Commission is the official agency specifically charged with the protection of our community's natural resources.

The Commission also advises other municipal officials and boards on conservation issues that relate to their areas of responsibility. In Massachusetts, Conservation Commissions' authority comes from several sources: the Conservation Commission Act (MGL Chapter 40 section 8c) for open space protection; the Wetlands Protection Act (MGL Chapter 131 section 40) for protecting wetlands and waterways; And the home rule provisions of the state constitution for non-zoning wetlands bylaws.

In 2019 the Conservation Commission had another busy year. The Commission approved the renovation of the barn at Oakholm Farms to obtain permits to open a brewery. The Commission also held several site visits for every Wetlands for or correspondence that we received. The Conservation Commission held 6 public Hearings and received 22 Requests for Determination and many Notices of Intent. There are currently 9 new houses being built in Town requiring Building Sequence Forms from the Building Inspector. There are currently 3 tear downs in on the list. The Commission had one rejection for Marsh View Terrace for a house build and a septic system on the river in the Flood Plan.

Respectfully submitted,
Ken Cleveland, Chairman
Michael Dean, Member
Robert Falter, Member
Maureen Meriano Member/Clerk
Zachary Edwards, Member



ANNUAL REPORT OF THE COUNCIL ON AGING

The Brookfield Council on Aging provides help and awareness of services for senior citizens in the town of Brookfield.

We are awarded a state grant and municipal grants as well as private donations at the meetings.

We have a Tai Chi class weekly and a foot clinic is held once a month. We also provide other services in Brookfield such as a Medi-Car that transports senior citizens to and from medical appointments. We share some services with West Brookfield.

The senior citizen program is held on the second Tuesday of the month which the Brookfield Congregational Church graciously allows us to hold our meetings there. The council hold a meeting on the same day as the programs.

This year's programs included two meetings where a member of Bemis Nursery in Spencer showed us how to make a hydrangea wreath and also holiday decorations.

We were fortunate to have town officials explain the services available to senior citizens of the community.

A Christmas buffet was held with catering the E.B. Flatts of East Brookfield. The Brookfield Elementary hosted a Thanksgiving and St. Patrick's Day luncheon event with the children performing for them at the school.

The seniors of this community are still hopeful to have a Senior Center and anticipate this will come to pass soon.

Respectfully submitted,

Barbara Clancy
Rikki LaMonda,
Beth Roberts,
Mary Falardeau,
Brenda Parrish,
Sally Brown



Brookfield Cultural Council Annual Report

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, sales of tee shirts, apple pies, popcorn, Cat's Meows and generous donations.

The Brookfield Cultural Council with the Massachusetts Cultural Council fully or partially funded the following:

- Ed the Wizard.
- Council on Aging: Musical Jukebox Bingo.
- THS Band and Chorus Great East Music Festival Trip.
- Henry the Juggler.
- Beautification of the Brookfield Common with the Brookfield Garden Club.
- Pied Potter Hamelin's Magical Potter's Wheel.
- Ice rink on the common with the Recreation Committee.

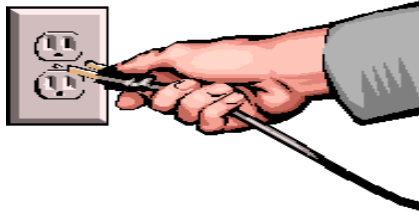
In addition to the LCC grants, the Brookfield Cultural Council:

- Community Service Scholarships were awarded to three Brookfield graduating seniors in the amount of \$500.00 each.
- Purchased and installed U. S. flags and wreaths. Organized Brookfield's Memorial Day ceremonies.
- Organized Friday Evening Concerts on the Common, featuring The Blues Brothers Briefcase, 4EverFab, Heavy Intentions and Cold Train.
- Held the 12th annual Pumpkinfest Pumpkin Carving Contest on the Common, with music by Doolin' Lads.
- Sponsored the 5th Theater and Art in the Park.
- Welcomed Santa to Brookfield with the Tree Lighting on the Common. Partially funded Christmas Eve Luminaries.

Respectfully submitted,

William Simpson, Jeanne Lytle, Madelyn Swanson, Kathy Landry, Barbara Wilson,
Christopher Garratt, Rosie Kadelski, Damien Sargent, Do

REPORT OF THE ELECTRICAL (WIRING) INSPECTOR



Town of Brookfield
Building Department
Inspector of Wires
6 Central Street Brookfield, MA, 01506
508-867-2930 ext. 20 fax 508-867-5091

- 4 NEW SINGLE FAMILY HOMES
- 6 SERVICE UPGRADES UP TO 200 AMPS
- 1 TEMPORARY SERVICE
- 5 ADDITIONS
- 17 REMODEL , REWIRE
- 7 GARAGE or BARNS
- 5 COMMERCIAL PROJECTS
- 10 MISCELLANEOUS WIRING (SINGLE CIRCUITS)
- 1 GENERATORS
- 2 ELECTRIC VEHICLE CHARGERS
- 5 POOLS
- 4 A/C UNITS
- 3 SECURITY SYSTEMS/FIRE ALARMS
- 1 FIRE DAMGED PROPERTYS
- 3 BOILER OR FURNACES
- 5 RESIDENTIAL SOLAR ARRAY; PHOTOVOLTAIC SYSTEM

79 TOTAL ELECTRICAL PERMITS GIVEN OUT IN 2019

If you had an Electrical Contractor, an Electrician, or even a Handyman perform Electrical Work of any type at your home and you did not see an Electrical Inspector Please contact me immediately.

Your Family's Safety is our First Concern

Scot Mansfield, Inspector of Wires

REPORT OF THE BROOKFIELD EMERGENCY SQUAD



Our ambulance squad is a Paramedic level Emergency Medical Service (EMS) available for calls 24 hours a day, 7 days a week.

The squad consists of 14 members; 6 Paramedics, 1 Advanced, and 4 EMT Basics. Congratulations to Ashley Marks who received her State and National Paramedic certifications.

Our staff represents 188 years of service to Brookfield EMS. We are overseen and certified by the Massachusetts State Department of Public Health.

The 2019 Annual Town Meeting transferred funds to purchase a new ambulance. An application for federal funding to purchase a new ambulance was denied. Our staff consists of one full time Paramedic/Firefighter that does various EMS and Fire department jobs while he is on duty Monday through Friday. The rest of our staff is considered "on call". The on-call EMT's carry a two way radio and are alerted for calls from home or work.

Beyond this, members spend many hours of their own time working for the upkeep and improvement of our service, as well as their own training. Coverage was provided during the Apple Country fair, Halloween activities, and Memorial Day observances.

The ambulance responded to 626 calls. (2018-604, 2017-547)

Advanced Life Support - 288

Medical Calls - 339

Trauma - 68

Fire standby - 12

Police Standby - 5

Refusal, assistance or cancelled - 166

Mutual Aid to other towns - 150.

Brookfield EMS is grateful to everyone who has supported us in our efforts to provide quality emergency medical care to our town. We extend a special thank-you to the

police, fire, and highway departments, and the families, friends, and neighbors of our patients who help us in many ways.

“Neighbor Helping Neighbor” is truly the motto of our ambulance service.

The Emergency Squad has free “File of Life” magnetic packets available to store your medical and emergency information. This “file” is kept on your refrigerator and would be used in case you are unable to give the EMT’s your information in an emergency. Just call 508-867-6036 for your copy.

PLEASE, NUMBER YOUR HOUSE SO IT IS VISIBLE FROM THE STREET.
PRECIOUS
MINUTES CAN BE LOST WITH MISSING OR INCORRECT NUMBERS!

Respectfully Submitted,

Donna M. Lafleur, Paramedic, Chief
Brookfield Emergency Squad

EMERGENCY MANAGEMENT

Public preparedness education continued. We always urge people to look at what can disrupt their lives, as well as previous incidents and disruptions, and prepare themselves and their families. Communications, heat, displacement, food, water, and medical preparedness are just some of the areas people should look at. We will always be happy to provide people with information and guidance.

Maintenance was performed as needed on the support trailer and to perform repairs to the town’s portable message board.

We applied for, received, and executed a grant from the Massachusetts Emergency Management Agency (MEMA) that provided items to various public safety agencies.

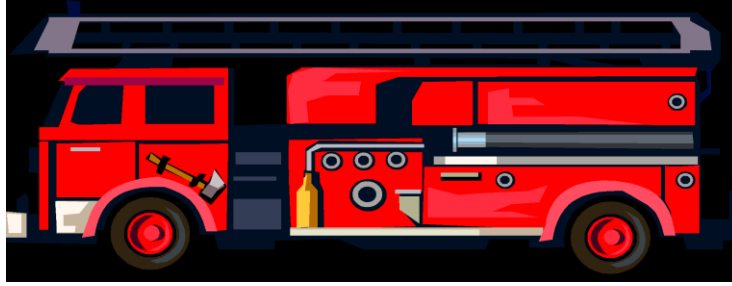
Brookfield's work with the Blackboard Connect reverse 9-1-1 system to have a timely multi-media approach to public notification and awareness has been utilized and well received by the public.

As needed during threatening weather, we stayed in communication with other Brookfield public safety agencies. Advisories from the Massachusetts Emergency Management Agency were distributed to partner agencies.

Respectfully submitted,

Peter Martell, Director

REPORT OF THE FIRE DEPARTMENT



2019 was a busy year for the 28 members of the fire department with incident responses, continuous training, fire prevention, code enforcement, and the maintenance of department vehicles, equipment, & facilities.

In 2019 the department responded to 111 calls;

Fire, other – 2 Building fire – 7
Chimney or flue fire, confined to chimney or flue – 3
Fuel burner/boiler malfunction, fire confined - 1
Passenger vehicle fire – 3 Grass fire – 1 Outside rubbish fire, other - 1
Medical assist, assist EMS crew – 12 Motor vehicle accident with injuries - 4
Motor vehicle accident with no injuries – 9 Extrication, rescue, other - 2
Removal of victim(s) from stalled elevator – 4 Water & ice-related rescue, other - 1
Gasoline or other flammable liquid spill – 2 Gas leak (natural gas or LPG) - 2
Carbon monoxide incident – 1 Electrical wiring/equipment problem, other - 2
Power line down – 1 Service Call, other – 1 Lock-out - 1
Water problem, other – 2 Smoke or odor removal – 1 Animal rescue - 1
Public service – 1 Unauthorized burning – 1
Cover assignment, standby, moveup – 1 Good intent call, other - 8
Dispatched & cancelled en route – 1
No incident found on arrival at dispatch address - 2
Steam, other gas mistaken for smoke, other – 1 Smoke scare, odor of smoke - 1
False alarm or false call, other – 2 System malfunction, other – 1
Smoke detector activation due to malfunction – 7
Alarm system sounded due to malfunction – 1
CO detector activation due to malfunction - 5
Smoke detector activation, no fire – unintentional – 9
Alarm system activation, no fire – unintentional- 2
Carbon monoxide detector activation, no CO - 3
Lightning strike (no fire) – 1
Inspections:
Oil burner/oil storage –
Propane storage –
Smoke detector/Carbon monoxide detector -

Department personnel spent 1,540 hours preparing themselves for responses by training on topics such as firefighting skills & tactics, motor pump operation, fire prevention, emergency vehicle operation, and incident command just to name a few. Training was done in house by department instructors & officers and off site by the Massachusetts Firefighting Academy, and other regional resources. Firefighters Rose, Quatrocelli, and Scott all completed the Massachusetts Call Firefighter Academy and became certified Firefighters. Lieutenant White completed training in surface water rescue, rope technician, trench rescue, and was accepted as a member of the Fire District 7 Technical Rescue team.

Personnel presented multiple fire safety lessons at the Elementary School, staffed the station for an open house Columbus Day weekend, and held other informational events. Personnel also conducted 32 home fire safety visits to senior citizens in Brookfield. During these visits older citizens were given fire safety literature and were presented with important fire & life safety information. 15 house numbers were installed, 7 key vaults, 3 smoke alarms, 5 carbon monoxide detectors, and batteries were replaced in 4 existing detectors. This was all done utilizing grant money awarded to the department by the Massachusetts Department of Fire Services.

The department remains active with Massachusetts Fire District Seven, the Fire Prevention Association of Massachusetts, and the Massachusetts Call/Volunteer Firefighters Association.

Annual town meeting provided funding to replace air cylinders and firefighter protective clothing.

Grant money was received from;

The Brookfield Community Club and The Massachusetts Emergency Management Agency to obtain a multi-gas meter.

The Massachusetts Emergency Management Agency to purchase life safety rope, lightsticks, and batteries.

The Massachusetts Department of Conservation & Recreation to purchase protective clothing and wildfire tools.

The Federal Emergency Management Agency to replace our air packs and air tanks.

The Massachusetts Department of Fire Services for;

Public Fire Prevention, Fire Prevention for Senior Citizens, a machine specifically designed to wash firefighter protective clothing, and protective hoods and gloves.

Residents at the 2018 fall special town meeting approved funds to purchase a new cab and chassis for our primary brush truck. The 1986 GMC Sierra was decommissioned. The truck body, water tank, and pump has been reused and mounted on the new vehicle. The new truck has new and additional storage compartments. The new brush truck was in service by the start of the 2019 brush fire season. The Highway Departments assistance with building, fabrication, and modification of this vehicle was invaluable.

Engine One and Engine Three are both over thirty years old. These vehicles have long surpassed their useful service lives of twenty five years per industry standard. An effort should be made for the better planning to address the replacement of our aging fleet and other capital needs. Our newest fire engine, the 2007 Spartan/Crimson rescue pumper, continues to serve us well. The remainder of the fleet remains in good working condition due to the diligence of our members.

We welcomed back Firefighter Steven Santley. Captain Phillips and Firefighter Langevin left the department. We would like to thank them for their service. Overall, the department total service adds up to 382 years.

I'd like to thank the Police Department, EMS, and the Highway Department for their help at incidents and for their assistance behind the scenes as well. I'd also like to thank the citizens of Brookfield for your support, encouragement, and commitment that you have shown us throughout the year.

Respectfully Submitted, Peter E. Martell, Fire Chief

Report of the Grant Writer

Brookfield received a number of grants during the course of 2019, in addition to those generated by the Brookfield Highway Department and the Brookfield Fire Department. During the course of the year, the following grants were generated by this office:

- **PARC grant** – Brookfield was awarded \$83,743.14 as a reimbursement toward new playground equipment for Lewis Field, in order to bring the playground into ADA compliance.
- **Community Compact** – an award of \$8,350 was made to enhance the Town website and add transparency to Town and School finances. The project also includes a project page to keep residents informed of improvements in the town.
- **Strategic Demolition** - \$4,225 was awarded to assist with the demolition of derelict buildings.
- **ADA Grant Program** - \$61,775 was awarded for the upgrading of the remaining Town Hall Bathroom, replacement of the rear door, installation of an automatic door opener for the rear door, and replacement of the current handicapped ramp.
- **Assistance to Firefighters Grant** – Assisted the Fire Chief in preparing this grant, which resulted in an award of \$133,561.90 for water bottles, air packs and masks for firefighters.

Several grants were managed by Central Massachusetts Regional Planning Council (CMRPC), including an FY17 and an FY 18 Community Block grant. These grants provided:

- ADA Self-Assessment and Transition Plan
- Improvements to Hayden and Hyde streets
- Housing Rehabilitation for residents
- A Senior Center Design
- Assessment of the Finney property site

The grant writer served as Tow Liaison for the successful town designation as a Municipal Vulnerability site and approval of the Open Space Plan by the Department of Conservation Services. These designations open the door for Brookfield to apply for and receive future grant funding.

Respectfully submitted,

Cathy LaRocca, Grant Writer/Facilitator

REPORT OF THE HIGHWAY DEPARTMENT



In April longtime Highway Superintendent Herb Chaffee retired from the department. Ryan Pontbriand was hired as superintendent in May. Ryan comes to us from the Palmer Highway Department.

House Demolition

One derelict property was razed at 34 South Maple St. Total cost to the town for this work was \$7150.00.

Quaboag Street drainage issue

A drainage issue near the corner of Hobbs Ave. was resolved with assistance from the Fire Department.

Line Painting

Center line painting was done on 91,372 feet of road.

Street Light Conversion

The conversion of all street lights to LED lights was completed. This conversion earned the town a rebate of \$6,643.00.

Mowing

Roadside mowing was done as well as weekly mowing of “The Common”, Washington monument, Lewis Field, Mill Station Park, Quaboag River near the Murray Bridge, boat ramp & South Pond beach. The former campground was also mowed twice during the year.

Tree Work

The department worked with Rusty’s Tree Experts on removing hazardous trees. (Please see the Tree Warden’s report).

CDBG project Hayden and Hyde Streets.

Through a Community Development Block Grant (CDBG) much needed infrastructure work was done on Hayden and Hyde Streets; replacing water mains and drainage structures, installing sidewalks and resurfacing the road. The abutters' properties were graded, loamed and seeded and returned to their original condition or better.

Generator

A new 60kW Kohler generator was installed at the highway garage. This new generator allows us to remain fully functional during a power outage and comes on automatically while employees are out working or during off hours.

Closed loop spreader systems

In November the department purchased and installed three closed loop spreader systems for our three primary salt spreading trucks. The closed loop systems automatically control the amount of salt that is spread on the roads during a snowstorm. We expect to see a considerable savings in the amount of salt spread and cost to the town while still maintaining safe roads. The decreased salt usage will also benefit the environment.

Sawmill Pond Dam

The state mandated Emergency Action Plan for a significant hazard dam, which Sawmill Pond Dam is one, was completed in December.

In closing I would like to thank all the other town departments for their assistance and cooperation. I would also like to thank Dennis Clarke, Water Superintendent and the staff at the Highway Department.

Respectfully submitted,

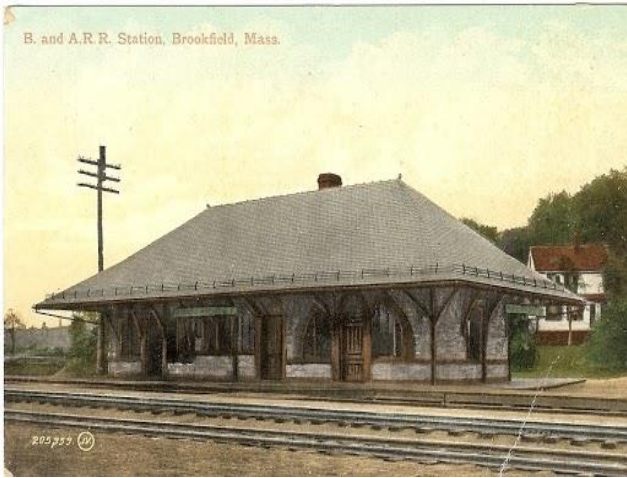
Ryan Pontbriand
Highway Superintendent

Donald Herbert

Michael Duval

Lucinda Thompson





REPORT OF THE HISTORICAL COMMISSION

In 2019, the Historical Commission welcomed Judy Hitchcock and Joe Lariviere to our board.

The members of the BHC continue to catalog and document items and artifacts that are in our care. Donald Faugno worked with a Tantasqua student volunteer in the spring cataloguing old photographs

and memorabilia.

Two members of the BHC attended the Mass. Historical Conference in June in Worcester. Some members attended a workshop in New Braintree which dealt with preservation and repair of gravestones. In September, the BHC once again cleaned older gravestones in the Brookfield Cemetery. This is an annual event and we invite interested residents to join us.

In October, at a ceremony held on the Common, The BHC gave its Preservation Award to Ronald Couture for his research, documentation and preservation of Brookfield, historical and cultural resources. Mr. Couture produced a fifth pamphlet (Brookfield Heritage Series) entitled "What I Remember". This is a remembrance by Charles O. Howe written in 1895 and recollects the personal experiences of a young man from Brookfield and his efforts to write a remembrance of his childhood for his family.

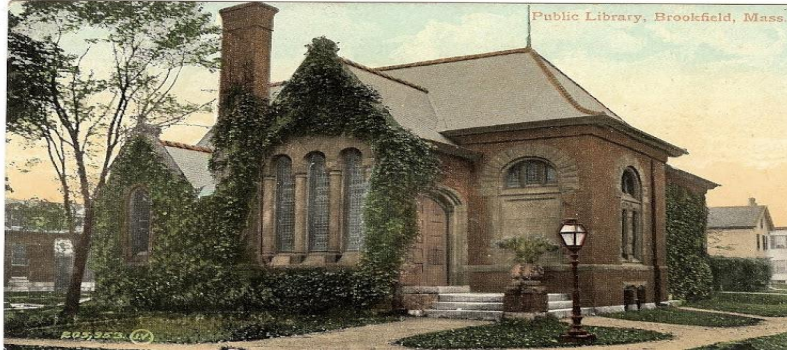
Next year is the 100th anniversary of the women's right to vote. Donald Faugno has attained the original list of 204 women voters for the 1920 election. With the help of several town residents, he is endeavoring to get relevant information about some of the Brookfield women who voted for the first time.

Due to the town's serious financial condition, the BHC could not put an article on the annual town meeting warrant to purchase 18 Common Street. Instead, voters were asked to extend the lease another year and they voted to do so. We plan to have an article to purchase the property at the June 2020 annual town meeting.

The Commission continues to urge historic preservation in all that we do.

Respectfully submitted,

Carol Plumb, Chairman, Lois O'Leary, Thomas Morse, Michael Metz, Donald Faugno, Judy Hitchcock and Joseph Lariviere



REPORT OF THE MERRICK PUBLIC LIBRARY BANISTER MEMORIAL HALL

TRUSTEES:

Sally Brown, Chair 2022
Barbara Clancy, Secretary, 2020
Matthew Bansfield, 2021
Shelby O'Day Hill, 2020
Carol Plumb, 2021
Traci Hill, 2022

STAFF:

Brenda Metterville, Library Director
Julia Taylor, Sr. Library Assistant
Andrea Faugno, Library Assistant
Kate Simpson, Library Assistant
Joan Sagendorph, Library Assistant
Carrie VonHold, Library Assistant
Jo Ann Pierce, Library Assistant
Michelle Taylor, Library Substitute
Margaret Aubin, Custodian

History

The Merrick Public Library was established in 1867 by Mr. Pliny Merrick with his large collection of books and \$10,000 Merrick Trust Fund; this fund still exists and the interest is used to purchase materials. In 1883, Mrs. Nancy Felton donated the land on the corner of Lincoln Street and Common Street to the town for the purpose of building a library. Mr. William Banister of New York donated \$10,000 in 1883, with the provision that the building be named Banister Memorial Hall. By January 1884 the building was built and dedicated. The trustees and staff continue to maintain the historic integrity of the library while offering modern conveniences.

Circulation

We are a card-distributing member of C/W Mars and patrons may use their cards at most libraries in central and western Massachusetts as well as for ordering materials online. C/W Mars has a large amount of material available for e-readers—Kindles, Nooks, iPads, etc. The library apps *Libby* and *Overdrive* allow multiple library cards to be added, including an easy-to-get Boston Public Library e-card. Borrowed e-books/e-audios may be read through this app for easier access. The free C/W Mars app allows patrons to order and renew regular materials through their devices. The staff of the library provide free training to patrons on how to use devices and on downloading from the C/W Mars website. We provide wireless internet access and free computer use, with free printing, photocopying, and faxing.

The collection size in our library is 21,052. The number of physical items circulated in the library for FY2017 was 25,858; the circulation for FY2018 was 28,960; and the circulation for FY2019 was 30,146. Our circulation count for electronic Libby/Overdrive checkouts (this does not include Boston e-card usage) for FY2017 was 1,415; the electronic circulation for FY2018 was 1,659; and the electronic circulation for FY2019 was 1,889.

The library houses new releases, hardcovers, paperbacks, books on CD, DVDs, Wii and X-Box games, magazines, and our historic collections. Our collections range from board books for infants to books for elementary school students and teens, and a wide-ranging adult assortment of fiction and nonfiction. As we purchase new items, we have an ebb and flow of the collections. We are constantly evaluating materials for popularity and for wear and tear, and moving classics to the upstairs gallery or discarding. Our discarded materials are sent to the Brookfield Transfer Station for public access at the Take-it-or-Leave-it.

Programs

The library and the Brookfield Elementary School again held a joint summer reading program: students who completed the summer reading chart could receive rewards from both the library and the school. The theme for 2019 was "A Universe of Stories," and 93 patrons participated in our summer reading challenge. We held two space-themed cookie decorating workshops taught by Work of Art Cookies, as well as a rocket-making workshop

taught by Ed the Wizard (sponsored by the Brookfield Cultural Council), and drop-in arts and crafts, including using the magnet/button maker. The Friends of the Library and the Brookfield Community Club provided funds to purchase supplies and prizes, and the Clam Box donated ice cream certificates for patrons who finished the summer reading challenge.

Banister Book Group for adults continues to meet on the last Tuesday of each month from 6:30 p.m. to 7:30 p.m. The book group started meeting at 18 Common Street in September and has enjoyed the spacious meeting room and the privacy the area affords.

During the spring of 2019 the Friends of the Library sponsored a Horizon Wings owl program in the barn at 18 Common Street. This event was well attended and everyone enjoyed this unique opportunity to meet several different owls. During the school year we have a pre-school story hour run by Shanna Desroches (sponsored by the Jeppson Memorial Fund of Greater Worcester Community Foundation). The knit and crochet club also meets weekly.

Historic Collections

We are partnering with the Brookfield Historical Commission to create a museum, special collections, and meeting space at 18 Common Street, the Felton House. This year we added materials from local historian Jeffrey Fiske to our Special Collections room. This room also now houses the collections of Robert Wilder and Joseph Craig. Mr. Fiske also donated three trays of arrowheads and tools discovered in Brookfield in the 1960s on Oakholm Farm and the Richardson Farm. We have eight different town and community organizations using the meeting space, and the community has been very generous helping to furnish this historic house.

Robert Wilder's maps are available at the library and are available online at www.robertwildermaps.com. Another important site for research of the Quaboag Plantation is www.brookfieldsresearch.com; this site was built by Dan Hamilton of West Brookfield along with historians from the surrounding communities. We invite the community to spend time with these materials and thank those who are freely sharing. We welcome donations or loans of historic images and items.

Friends of the Library

The Friends of the Library continue to be a valuable financial support system outside the scope of our budget. They provide funding for programs such as the summer reading program, bird program, and essential oil programs, as well as scholarships for graduating Brookfield students. They also sponsor the holiday luminaries around the common and along Route 9. The Friends provide a year-round book sale (\$1.00 each) in the foyer of the library. Their primary fundraiser is the Silent Auction every May, and they run a book sale during Apple Country Fair. They are a 501(c)(3) non-profit organization. Donations may be sent to: Friends of the Library, P.O. Box 528, Brookfield, MA 01506.

Community

In addition to teaming up with the Brookfield Elementary School for our summer reading program, we also hosted field trips for the kindergarten, first, and third grades, as well as hosted the fifth grade during Community Service Day and participated in Community Reading Day at the school.

We are delighted to receive birthday party books: parents ask guests of their children's birthday parties to donate books to the library in lieu of gifts (we are happy to supply a wish list). We install a bookplate in these donations in honor of the child. We also receive books several times a year from family members in memory of a relative who has passed away. We are grateful for the community spirit in all these kindnesses.

We are a drop-off point for food and toiletries (food pantry), soda can tabs (Brookfield Rod and Gun Club), eye glasses and hearing aids (Lions Club), new toys (Toys for JOY), and printer cartridges and Box Tops (elementary school). We offer home delivery for homebound patrons.

About us

The library hours are Tuesday and Thursday 1:00 to 8:00 p.m., Wednesday and Friday 11:00 to 5:00 p.m., and Saturday 10:00 to 1:00 p.m. We are closed Sunday, Monday, and holidays. Contact us by telephone (508-867-6339) or e-mail (brookfieldlibrary@gmail.com), or visit us at our websites: www.merrickpubliclibrary.org & www.merrickpubliclibrary.blogspot.com and follow us on Twitter (@MerrickPL) and Facebook (Brookfield Merrick Public Library). Free services for all include receiving and sending faxes (508-867-2981), photocopying, printing, and notary services. We offer free paperbacks, puzzles, and magazines, located in the foyer. Items available to borrow include slide projector and screen, puppet theater, Wii, Ozobots, reading aids, book magnifier, and telescope.

**Town of Brookfield, Massachusetts
IN MEMORY OF VETERANS OF ALL WARS
Memorial Day Parade, Monday, May 27, 2019**

Again is a grateful nation called to refresh the memory of her fallen sons and daughters. The veterans of the republic come once more to reverently call the roll of the "mustered out" and strew with wreaths and flowers their honored graves.

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. Fellow citizens, Comrades of any military organization, all Comrades of the Army, Navy, Marines, Air Force or returned Comrades of the same, Veterans of all wars, all Service Men and Women, Town of Brookfield Police, Firefighters, First Responders, Civil Defense, Emergency Medical Technicians, Sons of the American Legion and V.F.W., Scouts, 4-H Youths, Recreation Teams, Students and Parade Units are earnestly invited to join us in a proper observance of this day.

<u><i>In Memoriam</i></u>		
Ronald W. Crook, Sr.	Navy	Vietnam
George Carpenter	Army	WWII
Arthur Morin	Army	Korean War
Francis E. Balcom	Army	Korean War
David Arsenault	Army	Vietnam
John E. Grzembski	Army	Peacetime
Nelson J. Laperriere III	Navy	Peacetime
Robert Wilder, Jr.	Army	Peacetime
Francis Becker, Sr.	Army	Korean War
Johnny Blanton	Air Force	Korean War
Lester O. Grimes	Marine Corps	Korean War
Stanley P. Libiszewski	Marine Corps	Vietnam
George J. LeBlanc	Army Nat. Gd.	Vietnam
Arthur H. Swanson, Jr.	Marine Corps	Vietnam Era

"Time only enhances the lasting value and demonstrates anew the true significance of Memorial Day."

Assembly of marchers and all units at the Brookfield Elementary School, 35 Central Street. Start 10 AM, under the direction of Parade Marshall Kenneth Grimes, the Brookfield Police Department, Brookfield Selectmen, Brookfield Cultural Council/Memorial Day Parade Committee. In the event of rain, assembly will be at the Brookfield Elementary School cafeteria and gymnasium.

Program from 2019:

**Town of Brookfield, Massachusetts
IN MEMORY OF VETERANS OF ALL WARS
Memorial Day Parade, Monday, May 27, 2019**

**PROGRAM AT SOLDIERS' MONUMENT
BROOKFIELD CEMETERY**

Assembly 10:30 a. m.

Pledge of Allegiance	Selectmen
Prayer	Pastor Condon
Selection	Quaboag Highlanders
Gettysburg Address	Edith Simpson
Selection	Jan's Marching Band
"In Flanders Fields"	Coryn Kelley
Selection	Quaboag Highlanders
Salute to the Dead	
In Memory	
Firing Detail	Brookfield Police
Taps	Jan's Marching Band
National Anthem / Raising of the Flag	Jan's Marching Band
Dismissal	Selectmen

**PROGRAM AT SOLDIERS' MONUMENT
BROOKFIELD TOWN COMMON**

Assembly 11:30 a. m.

Pledge of Allegiance	Selectmen
Prayer	Pastor Condon
Selection	Quaboag Highlanders
Gettysburg Address	Sara Wexler
Selection	Jan's Marching Band
"In Flanders Fields"	Hailey Powers
Selection	Quaboag Highlanders
Salute to the Dead	
In Memory	
Firing Detail	Brookfield Police
Taps	Jan's Marching Band
National Anthem / Raising of the Flag	Jan's Marching Band
Dismissal	Selectmen

Disband and Refreshments on Town Common, noon.

REPORT OF THE TOWN MODERATOR

The Moderator presided over two sessions of the Brookfield Annual Town Meetings. The first session was held on Friday June 14, 2019 and the second session was reconvened on Friday June 21. The meetings were conducted in accordance with the processes and procedures as provided for by town by laws and state law as presented in the Town Meeting Times, Handbook of Parliamentary Law. 3rd edition, a Published, by the Massachusetts Moderators Association.

The Moderator is a member of the Massachusetts Moderators Association. The Moderator would like to thank, all of the town employees and the citizen volunteers who make the Town Meeting possible, and all of the residents of Brookfield who take the time to attend these meetings.

Respectfully,
Donald R. Taft, Moderator

REPORT OF THE PERSONNEL BOARD

In 2019 the Personnel Board completed work with the Edward J. Collins, Jr. Center for Public Management, University of Massachusetts, Boston under a grant from the Community Compact to update the Town of Brookfield's Classification and Compensation Study and Human Resources Organization and Policy Review.

Representatives from the Personnel Board met with the Advisory Committee and the Board of Selectmen to present and discuss the final reports from the Collins Center.

The Personnel Board has completed work on modifications to the personnel by-laws and has submitted the changes to KP Law for review. An Employee Handbook has been compiled and will be discussed with the Board of Selectmen. All town positions now have updated job descriptions.

We are reviewing/signing wage authorizations as needed and grading new positions when they are created.

The Personnel Board would like to thank all Department Heads for their cooperation in our efforts to ensure that every position in the Town of Brookfield has a current job description.

Respectfully submitted,

Linda Lincoln, Chairman

Mary Lou Knight, Clerk, Member

Holly Chisholm, Member

Doug Ford, Member

Cindy Thompson, Member





REPORT OF THE PLANNING BOARD

In 2019 the Planning Board met 20 times, almost double our yearly number, to act on a variety of land use issues, including approval of Special Permits for two commercial storage businesses on South Maple Street; a retail home bakery on Allen Road; a large-scale solar electrical generation facility in the Long Hill District off of Cronin Road in Warren; conversion of a one-family home to a two-family; the addition of a second apartment to an existing commercial property, and work sessions for amendments to the Town's Zoning Bylaws.

The Board also addressed issues with a previously granted permit for a large-scale solar array on South Maple Street; and reviewed and signed off on four ANR ("Approval Not Required") plans. Still under review as of December 2019 was a Special Permit/Site Plan review application for a bulk propane storage facility at 14 Post Road. The Board also responded to a number of inquiries from the public and town boards and officials on zoning bylaws, site plans and other general land use and procedural questions.

At the 2019 Annual Town Meeting, after a year's worth of work, hearings and public meetings, the Board sought and received an affirmative Town meeting vote on two zoning bylaw amendments regulating solar electrical generation facilities and recreational cannabis businesses.

In May we said "goodbye and thank you" to Board member Maureen Lepak, whose 5-year term ended. Since no one stood for election to the open seat at the annual town election, Planning Board Administrative Clerk Christine Weissman, who had been appointed to a two-year term in March as an Alternate, sat on the board for the purposes of acting on special permit applications, as allowed under Massachusetts General Law Chapter 40A, Section 9.

The Town of Brookfield is a member of the Central Massachusetts Regional Planning Commission. In 2019 Sharon Mahoney was reappointed as Brookfield's CMRPC representative, with Kevin Erkkila once again serving as Alternate. The town receives credit toward CMRPC's consulting services for every meeting attended by the town's appointed representatives that can be used by the town toward consulting services for special projects. The Board also maintains membership in both the state and national divisions of the American Planning Association.

We continue to work on ways to facilitate greater communication between the Board, other town committees and the public to more efficiently coordinate our work, and we are grateful to Building Inspector Jeffrey Taylor, Assessor Al Jones, Conservation Commission member Ken Cleveland and Zoning Enforcement Officer Nicholas Thomo for their continuing help.

As always, the Planning Board is happy to acknowledge the assistance provided by Town Counsel K-P Law, Consulting Engineer John Scannell, Town Clerk Michael Seery and the Board of Selectmen in responding to citizen and Planning Board inquiries.

The *Zoning By-law, Subdivision Rules and Regulations, and Rules and Regulations of the Planning Board* are available in hard copy and on CD and can be purchased from the Town Clerk. They can also be directly downloaded in PDF form from the Town of Brookfield website at <https://www.brookfieldma.us/planning-board/pages/miscellaneous-documents>.

As always we will continue to strive to provide the best possible service, and to respond respectfully and efficiently to citizens, business owners, and applicants appearing before us.

Sharon Mahoney, Chair
John David Holdcraft

Russell Phaneuf, Vice Chair
Christine Weissman, Associate Member/Administrative Clerk

Kevin I. Erkkila, Clerk

REPORT OF THE PLUMBING AND GAS INSPECTOR



85 – Permits Total
50 – Gas Permits
35 – Plumbing Permits

53 – Gas Inspections
53 – Plumbing Inspections

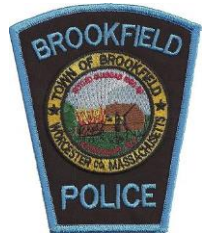
Respectfully submitted,

Robert F. Wall – Inspector of Plumbing & Gas
James McNeaney – Alternate Inspector



BROOKFIELD POLICE DEPARTMENT

7 PROUTY STREET
P.O. BOX 306
BROOKFIELD, MASSACHUSETTS, 01506-0306
Chief of Police Michael K. Blanchard



Dispatch: (508)867-1170 Station (508)867-5570 Fax: (508)867-3161

Brookfield Police Department 2019 Annual Report

The Brookfield Police Department remained dedicated to ensuring safety in our schools. The Department has participated in A.L.I.C.E safety drills at both our elementary school and at Tantasqua Regional Junior and Senior High Schools. We also have assisted in drills at the other four elementary schools in the district. These drills are conducted with the assistance of other area police departments. The Police Departments in the school district have begun working towards using a regional School Resource Officer program. Officers from each town would be able to participate in the program at each school in the district. Officer Sean Marino is scheduled to attend a week long School Resource Officer training in the spring of 2020. This will not be a full time position, but will allow Officer Marino to take part in the programs at the district schools which will educate students on juvenile issues and help foster a better working relationship between law enforcement and students.

Sgt. Steven Pariseau continued to be a member of the Central Massachusetts Law Enforcement Counsel S.W.A.T team. He attended monthly trainings that include barricaded suspects, crowd control and active shooter incidents.

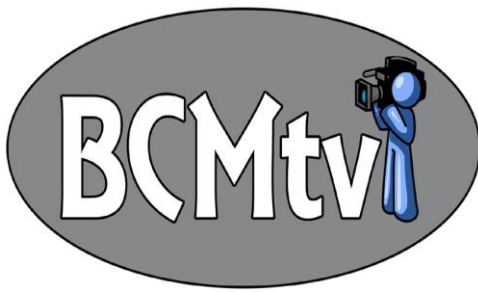
The Brookfield Police Department had an increase in calls for service for the third straight year. The total calls for service for 2019 was 6,253 as compared to 5,338 in 2018 and 4,869 in 2017. The Department had a decrease in arrests in 2019. The total number of arrests in 2019 was 133, as compared to 148 in 2018.

The following is a summary of the activity for 2019;

Medical Calls – 365
Alarm Calls – 97
Motor Vehicle Accidents – 58
Motor Vehicle Stops -964
Larcenies – 26
Custodial Arrests – 80
Criminal Complaint Summons – 53

Yours in Safety,

Chief Michael K. Blanchard



**REPORT OF THE BROOKFIELD PUBLIC
ACCESS
AND COMMUNICATIONS COMMITTEE**

In 2019, despite being currently at three members – down from seven – the Brookfield Public Access and Communications Committee, popularly known as Brookfield Community Media, has continued in its mission of *enabling, empowering and connecting the community*. Committee members recorded a total of 44 programs in 2019:

Event	Number
Select Board Meetings	27
Select Board/Advisory Committee Joint Meetings	2
Brookfield Elementary School Memorial Day Concert	1
Town of Brookfield Memorial Day Observances	1
Brookfield Elementary School Spring Concerts	2
2019 Special Town Meeting	1
2019 Special/Annual Town Meeting, June 14 (Part 1)	1
2019 Special/Annual Town Meeting, June 21 (Part 2)	1
Zoning Board of Appeals Meetings	6
Brookfield Elementary School Winter Concerts	2

We have also continued the practice, begun in 2014, of posting recorded events to our dedicated channel at YouTube (www.youtube.com/user/brookfieldmedia), expanding our audience beyond the Town’s cable subscribers. Of these, the most popular videos have been Brookfield Elementary School concerts and other school cultural events. Those without a computer or Internet access can view these videos at the Merrick Public Library.

As is often the case in a small town, the remaining three of us on the committee have other town and personal responsibilities calling for our time. Danielle Kane and Kevin Erkkila both have full-time jobs. Kevin schedules, chairs and runs meetings when we’re all available and he’s not out of town or out of state on business. When not taking responsibility for taping every meeting we cover and handling all of BPACC’s administrative tasks, Sharon Mahoney also serves as Planning Board Chair in what has been a very busy year. Her other commitments include project manager of Apple Country Radio and as a longtime board member of the Joy of Music, Worcester’s community music school. In addition to commuting to her Worcester job, raising two active children, and serving on the Democratic Town Committee, Danielle edits and uploads every video that Sharon shoots. Consequently, we were only able to meet once in 2019.

With so little time to recruit or train volunteer videographers, we’re continuing our search for a paid, part-time Studio Coordinator to take up that responsibility, as well as to help record, edit and post programming; update the Channel 192 Bulletin Board; maintain our TelVue broadcast equipment; deal with technical issues; and eventually realize our goal of supervising and training Tantasqua media students and interns. We thank the Town for their patience!

Administration of the Town’s Facebook page throughout this past year has been in the capable hands of volunteer Brenda Parish, and we are grateful for her ongoing efforts. And as

always, we are grateful to the Select Board and Town Hall staff for their willing accommodation to the taping process. Requests from town organizations and nonprofits to record meetings and events should be e-mailed to localaccess@brookfieldma.us at least 30 days in advance. Channel 192 bulletin board notice requests should be sent to bulletinboard@brookfieldma.us.

Kevin Erkkila (Chair)

Sharon Mahoney (Treasurer and Clerk)

Danielle Kane

REPORT OF THE RECREATION COMMITTEE



The Brookfield Recreation Committee works to provide an opportunity for the residents of Brookfield to participate in enjoyable activities at various times of the year. Our primary focus is to ensure that the Town's children have access to activities and organized sports with the ultimate goal being to provide a safe, fun learning experience. We also offer public recreation programs for all ages and sponsor special events throughout the year.

We are responsible for the administration of, or are affiliated with the following youth sports programs:

Little League Baseball

T-Ball

TRYBIL Basketball

USA Softball

TRY Soccer

The success of these programs could not be accomplished without the numerous people that volunteer their time and energy to our programs. We wish to thank all of the volunteer coaches, assistant coaches, referees, clean-up crews, snack shack volunteers and many more for their continued support of our youth programs. All volunteers are required to be CORI checked in order to participate in any capacity in any of our programs. Sign-ups for these sports and all of our events are posted in the *White Tiger News* (The Elementary School Newsletter), the Brookfield Citizen, The Quaboag Current, our Facebook page and our new website: <http://brookfieldrecreation.weebly.com/>

With the generous support of the Brookfield Elementary School and its facilities, we are able to run our basketball program and offer a Co-ed Adult Basketball/Volleyball program throughout the fall and winter (while the school was open).

Our annual Trick or Treat event was a huge success once again this year. An estimated 700 children and their parents made their way to the homes around the common and in the town center, followed by a parade and costume contest at the gazebo on the common. Special thanks to everyone that donated candy to the folks that live in the center of town, it was greatly appreciated. As always, a huge thanks to Brookfield Police and Fire for supporting this event and ensuring the safety of all participants.

We would be remiss to not mention the affect that the COVID Pandemic has had on the programs organized and run by this committee. We were sadly forced to cancel our TBALL, Baseball, Softball seasons and are anxiously looking to the Fall soccer season.

Finally, we are excited with the prospect of a new ADA compliant playground at Lewis Field. Through the tireless work of many people on the open spaces committee and the dedication of Ian Nugent and Cathy LaRocca, this project will be funded by a grant from the state and several generous donations with no cost to the Town.

We are always looking for new faces to support our committee or to volunteer in the many capacities required to make these programs successful. If you are interested in becoming a member of the committee or volunteering to be part of one of our programs, please contact any of our members or attend one of our meetings the first Thursday of each month at the Brookfield Elementary School.

Respectfully Submitted,

Jeffrey Landine, Chairperson
Kyle Hill
Erik Blake
Tim Nye
Brendon Cunningham

Jake Hill
Lisa Hanrahan
Jeremy Hague
Mike Lawrence



ANNUAL REPORT OF THE SCHOOL DEPARTMENT



School Committee

Kyle Hill, Chair	Term expires 2020
Andrew Dunn, Vice-Chair/Secretary	Term expires 2022
Megan Cunningham, Tantasqua Rep.	Term expires 2021

Superintendent of Schools

Erin M. Nosek **320A Brookfield Road, Fiskdale** 347-5977

Deborah J. Boyd **Associate Superintendent**
320A Brookfield Rd., Fiskdale 347-3077

Jodi Bourassa **Assistant Superintendent**
320A Brookfield Rd., Fiskdale 347-3077

Brenda Looney **Special Education/Pupil Services Director**
320A Brookfield Rd., Fiskdale 347-3560

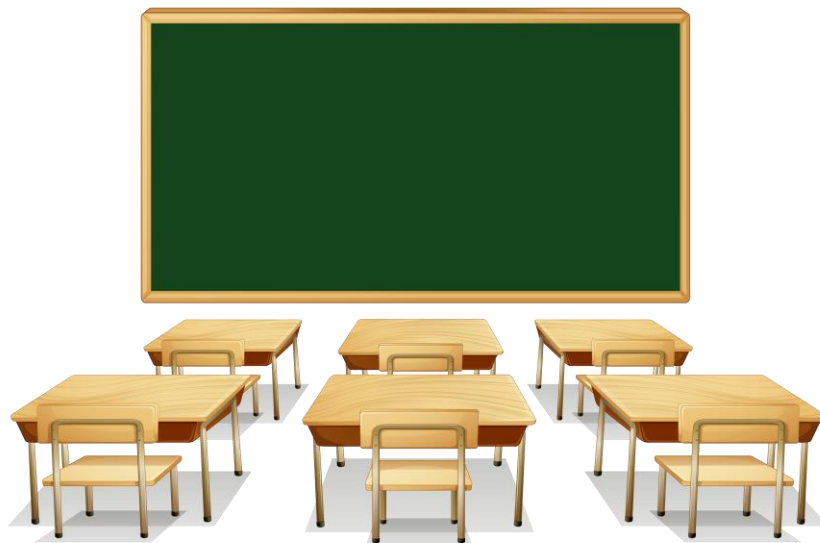
Kathleen Hosterman **Principal** 867-8988

Jennifer Grybowski **Secretary** 867-8988

School Nurse and Supervisor of Attendance

School Enrollment as of October 1, 2019

<u>Grade</u>	<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>U61</u>	<u>Total</u>
Elem	28	40	33	39	29	36	35	29	3	272
<u>Grade</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>PG</u>			
TJHS	40	41								81
TSHS			17	21	23	16	1			78
Tech.Div.			26	18	10	12				66
Total Tant										225
TRSD/U61 Enrollment										497



2018-2019		TEACHING EXP. IN	
<u>POSITION</u>	<u>NAME</u>	<u>COLL./DEGREE</u>	<u>BROOKFIELD AS OF 6-30-19</u>
Principal	Kathleen Hosterman	M.Ed., Keene State College B.A., Norwich Univ. Ed. D, Walden University	14
Kindergarten	Mary Casey	M.Ed., Anna Maria B.S., Salem State	17
Kindergarten	Jean Monahan	B.S., Bridgewater State	22
Grade 1	Elizabeth Dwyer	B.S., Fitchburg State	29
Grade 1	Karen O'Neill	B.A., UMass	32
Grade 2	Rebecca Choquet	B.A., Worcester State	5
Grade 2	Helen Tarr	M.Ed., Cambridge College B.A., Notre Dame College	14
Grade 3	Ashley Barringer	B.S., Worcester State	13
Grade 3	Mallory Farinato	M.S. Ed, Anna Maria College B.S., Franklin Pierce College	11
Grade 4	Claudia Forgit	M.Ed., Worcester State	31
Grade 4	Anthony Healy	B.S., Worcester State	1
Grade 5	Colleen Parker	M.A., Framingham State B.S., Springfield College	12
Grade 5	Jolene Jalbert	B.S., Worcester State M.Ed., Worcester State	8
Grade 6	Belinda Gibson-Kiesiner	M.Ed., Worcester State B.A., Anna Maria	21
Grade 6	Donna Morin-Wermter	B.S., Worcester State	26
Special Needs	Paula Casey	M.Ed., Fitchburg State B.A., UMass	8
Special Needs	Bonnie Couming	B.A., U. West FL M.Ed., Framingham State	14
Special Needs	Kimberly Ferreira	M.S. Ed, Simmons College B.S., North Adams Stat	8

2018-2019 POSITION	NAME	COLL./DEGREE	TEACHING EXP. IN BROOKFIELD AS OF 6-30-19
Special Needs	Erin Messier	B.S., Westfield State	4
Special Needs	Melissa Murphy	B.A., Framingham State	5
Speech	Kaitlyn Smith	M.S., Worcester State B.S., University of Massachusetts Amherst	4
Sch. Psych.	Jena DelCid	B.A. Clark University M.Ed. Worcester State C.A.G.S. Worcester State	4
Adj. Counselor	Michelle Ledoux	A.S. Cape Cod Community College B. A., Worcester State M.A. American International College Ed. D. American International College	1
Teacher, Art	Diane Simonds	B.A., Univ. of Hartford M.Ed., UMass Amherst	6
Teacher, Rem. Math	Sharon Thayer	B.A., Chatham College M.Ed, Anna Maria College	3
Teacher, Rem. Reading	Katrina Annunziata	B.S., Worcester State M.Ed., Worcester State	3
Library/Media Technology	Karen Silva	M.Ed., Worcester State M.Ed., Westfield State B.A., UMass	8
Music	Mark Weissman	B.A., Westfield State M.A, UMass G.D., New England Conservatory of Music	3
Music	Lindsey Paras	B.A., Anna Maria College M.A., Anna Maria College	5
Physical Ed.	Thomas Goyette	B.S., Bridgewater State	31
Un61 PreSch	Janice Labuski	B.S., Worcester State	22
Sch. Nurse	Elaine Gittens	B.S., Northeastern Univ. MSN, Elms College	17

FINANCIAL REPORT FOR 2018-2019

School Appropriation July 1, 2018 – June 30, 2019

\$3,067,233.00

Miscellaneous Receipts &

Reimbursements

Expenditures: 1000 Series

School Committee

\$1,267.87

Superintendent's Office

\$130,648.13

Instruction: 2000 Series

Principal's Office

\$183,512.39

Teachers' Salaries

\$1,106,538.83

Teachers, Substitutes & Tutors

\$17,792.52

Supplies & Materials

\$25,354.30

Aides Salaries

\$226,343.46

Professional Development

\$17,993.32

Special Education Salaries

\$385,679.28

(Perceptually Handicapped & Speech)

Supplies & Materials – Sp.Ed.

\$3,625.57

Textbooks/Sp.Ed.

\$407.05

Textbooks

\$17,753.11

Technology Services

\$60,084.42

Library Services

\$43,402.41

Audio Visual

\$1,749.84

Guidance Services

\$96,663.28

Psychological Services

\$0.00

Other School Services:

Health Services

\$80,046.85

Pupil Transportation/ Reg Day

\$128,340.04

Pupil Transportation/ Sped Ed

\$113,425.03

(Special Education & Phys. Handicapped)

Programs & Assemblies

\$ 1,500.00

Operation and Maintenance of Plant:

Custodial Salaries

\$113,337.60

Supplies & Materials

\$8,620.09

Fuel

\$44,095.13

Utilities - School

\$42,685.36

Maintenance of Grounds

\$6,899.00

Maintenance of Buildings S&M

\$4,780.79

Maintenance of Equipment – School (inc tech line)/ Contracted services

\$42,411.36

Extraordinary Projects

Acquisition of Fixed Assets:

Equipment – School	
Equipment – Sp.Ed.	
Replacement of Equipment – School	\$6,610.65

Programs with Other Districts & Schools:

Special Education	\$155,665.32
Vocational	\$0.00

Total Appropriation Expenditures July 1, 2018 – June 30, 2019 **\$3,067,233.00**

Estimated Reimbursements:

Chapter 70	\$1,445,497.00
Chapter 71	
Chapter 76	
Total Appropriations Est.	\$1,445,497.00
Reimbursements	

Total Expenditures	\$3,067,233.00
Less Total Estimated Receipts	\$1,445,497.00
<u>Cost to Taxpayer</u>	<u>\$1,621,736.00</u>

Town of Brookfield	<u>2019-2020 Budget</u>
Administration (1000)	\$137,717.00
Instruction (2000)	\$2,331,701.00
Other School Services (3000)	\$297,822.00
Operation & Maintenance (4000)	\$283,433.00
Acquisition of Fixed Assets (7000)	\$7,600.00
Program with Other Districts (9000)	\$129,550.00
Regional and Private Schools (VOC)	

Total Appropriations 2018-2019 **\$3,187,823.00**

Special Needs Programs Included in Budget:

2000	Instructional	\$637,174.00
3000	Other(Health,Trans,etc)	\$140,045.00
7000	Equipment	\$7,200.00
9000	Programs with Other Districts	\$129,550.00

TOTAL: **\$913,969.00**

**REPORT OF THE PRINCIPAL
BROOKFIELD ELEMENTARY SCHOOL**

The 2019-2020 school year has been encouraging for Brookfield Elementary School. We have focused much of our time and energy into specific academic activities. We have also made some minor facility improvements, and have hired several new staff members.

Professional development opportunities this year have targeted student writing. Our focus has been on written responses to specific prompts. This work has been the target of our early release days. Although our goal is to improve student writing outcomes for our annual MCAS scores, we have included all grades from K-6 in this instruction.

We have also begun a new WINN program at BES. This initiative is an acronym for What I Need Now. The purpose is to build in a 30-minute window of student support for every student in K-6. During this time each student gets reading support for his or her individual reading needs at every level of reading skill. We are very excited to evaluate the data of reading outcomes for the year.

Our GOALS classroom has a new teacher and we welcome Sarah Pressman as teacher to that program. In addition, Julie Lardizzone has come on board as our new school nurse. She has already developed a comforting presence in our building and we are thankful to have her caring for us. Melissa Murphy has moved from GOALS into the 3rd and 4th grade Special Education teacher position. And finally, Gretchen Couture has joined us as a new para educator in our math department.

I am finishing my 15th year as the principal at Brookfield Elementary and I want to thank each citizen of Brookfield for making my tenure a wonderful blessing. I have felt many challenges along the way, and yet, in all that time I have always sensed true support for the educational wellbeing of Brookfield students. This town has demonstrated time and again that they support their children, their school, and their future.

Respectfully submitted,

Dr. Kathleen Hosterman
Brookfield Principal

**REPORT
OF THE
SUPERINTENDENT OF SCHOOLS
Union 61 and Tantasqua Regional School Districts
Brimfield Brookfield Holland Sturbridge Wales**

Now in my eighth year as Superintendent of Tantasqua Regional and Union 61 School Districts, the collaborative work and the dedication of our staff as well as the many accomplishments of our students continue to impress me.

The district continues to improve its curriculum, instruction and assessment work and have a very positive impact on students. Our teachers and support staff remain committed to our students as shown in their innovative and supportive classroom environments. Our teachers analyze classroom assessment data so that they may determine any curriculum or instructional adjustments, as well as identifying individual student needs. Each school offers action plans to help students close any learning gaps that may exist.

Our commitment to enhanced writing, reading, and rigorous standards based instruction, continues to help our children grow in all of the academic areas. Currently, in our Elementary Districts, we are refining our literacy and writing instruction to provide shared learning experiences for students in kindergarten through grade two, while also focusing on tiered instructional practices. We have fully

implemented new science programs in kindergarten through grade six and are vertically aligning the assessments in this area with the essential elements in the Massachusetts Curriculum Frameworks.

Tantasqua Junior and Senior High School teachers continue to work with curriculum that is in full alignment with the State Standards, and ensure that our students experience a strong academic program throughout their day. Teachers have attended professional development workshops in preparation to implement a civics-learning project in both eighth grade and high school. Additionally, we are implementing a Discovery Science program and Project Lead the Way STEM curriculum in grades 7 and 8.

Our faculty members and support staff are provided numerous professional development opportunities. Full-day professional development sessions as well as early release days, provide many opportunities for training in current best practice, and in topics such as Writing, technology integration, MCAS data analysis, Social Emotional Learning (SEL), tiered interventions, school safety, and content based initiatives. Our district's mission to promote and support our staff and students is evidenced by the many high-quality activities undertaken throughout Tantasqua and Union 61.

Many technology improvements were implemented over this past year. During the 2018-2019 school year, we worked successfully to update and enhance our security system. We also continued to increase the use of GSuite for Education, which allows students and staff to collaborate quickly and effectively. Google Classroom has been expanded into all schools. Our support team was able to more easily deploy apps and manage mobile devices, while giving staff flexibility with the devices by utilizing a MDM (Mobile Device Management) platform district/union wide. Numerous carts of mobile devices were purchased for the various schools, and are used daily for both instruction and assessment. We continue to update our Student Information System, and successfully submit state reporting to the state via SIF (SIF – School Interoperability Framework).

The IT team supported multiple curriculum initiatives which required a technical component for content delivery. We continued to work on IT centralization to better support our students and staff. By continuing to secure eRate funding for Category 1 connections, our department is getting closer to that goal. Over this past year, the technology team completed over 2,200 helpdesk tickets between the seven buildings.

I would like to extend my thanks and appreciation to the voters of our five towns. At their annual spring town meetings, all of the towns passed the Tantasqua and Elementary budgets and approved the MSBA supported Tantasqua Junior High doors and windows replacement project. The support of our School Committees, families, and community members is invaluable to the administration and staff of the Tantasqua Regional and Union 61 School Districts. This support is essential to continuing to educate our students in a meaningful and positive way. We are greatly appreciative of the efforts and ideals we share as we continue to work collaboratively to achieve the goal of providing our students with every opportunity for success.

Respectfully,

Erin M. Nosek, Ed. D
Superintendent of Schools

REPORT OF THE TAX COLLECTOR

The Tax Collector is an elected and bondable position to whom Real Estate, Excise and Personal Property tax, betterments and any other special assessments are committed to by the Assessor's office for collection. After receiving these commitments, the Tax Collector is responsible for printing and sending a tax bill to each person assessed, resident or non-resident. The Tax Collector is responsible for collecting and turning over said tax, interest and penalties to the Treasurer and reconciling with the Town Accountant.

The Town of Brookfield, bills Real Estate and Personal Property on a quarterly basis. Preliminary Real Estate and Personal Property tax bills are due August 1 and November 1. This amount is strictly based upon the prior year's net tax.

Actual tax Bills are due February 1 and May 1 after valuations are determined from the Assessor's office and tax rate has been calculated and certified by the Department of Revenue.

Another important duty of the Tax Collector is Tax Title, this is when a tax lien is placed upon the delinquent property. The lien ensures the Town's interest is protected from a sale or death of owner. Subsequent Tax Title is yet another avenue of Tax Title that occurs after the initial year remains unpaid. It is very detail oriented and time consuming, however with working with the Assessor's office this year we made some significant process.

Motor Vehicle Excise tax is sent out approximately six times per year, the largest commitment being in February. If you need to file abatement, please see the Assessor's office for an application. It is the taxpayer's responsibility to notify the RMV of any change in address within 30 days. If you do not receive a bill, please contact the Tax Collector's office.

The Tax Collector processes and issues Municipal Lien Certificates, this is a statement of what is billed and what is outstanding on the property, usually only requested when a sale or refinance is happening. The Tax Collector also collects and turns over pad fees from the three mobile home parks.

We have added a lock box for payments, located on the landing of the Town Hall and we also offer online payments through Unibank. If you need assistance with either of these, please contact the Tax Collector.

The primary obligation of the collector is to keep the public trust and perform the collector's duties by working with the public in a professional and timely manner, all the while doing what is best interest for the Town of Brookfield.

Respectfully Submitted,
Brenda Parish
Tax Collector

TOWN ACCOUNTANT PAGE 1

TOWN ACCOUNTANT PAGE 2

TOWN ACCOUNTANT PAGE 3

TOWN ACCOUNTANT PAGE 4

TOWN ACCOUNTANT PAGE 5

TOWN ACCOUNTANT PAGE 6

TOWN ACCOUNTANT PAGE 7

TOWN ACCOUNTANT PAGE 8

REPORT OF THE TOWN CLERK

2019 was a busy year for this office as usual. Election results can be found in this Annual Report.

Open Meeting Law

Open Meeting Law Materials can be found on the official Commonwealth of Massachusetts website: www.mass.gov . The law is found in G.L. C. 30A 18-25.

Newly appointed committee members and elected officials are obligated to sign off on open meeting law materials that will be distributed and received when necessary.

All Town board and committee meetings can be found online at www.mytowngovernment.org. This site has simplified the posting of meetings to a great degree. For those that do not use a computer, a 24/7 access line with all meeting postings and agendas can be used. The phone number is: 978-561-9995. Meeting minutes can also be found on this site and the town website at: www.brookfieldma.us

Census

The annual census was taken as usual. Unfortunately a large number of people did not respond. When this happens, this office is obligated to send out postcards to non-respondents asking them if they are still citizens of the town. If the cards are not sent back to this office the citizens are then considered inactive voters and cannot participate in an election unless they sign an affidavit. It is my hope that more people respond to the census, which in turn will save this office time and money.

Dog Licenses

All dogs must be licensed by April 6th of every year or owners will face a \$25.00 dollar fine on top of the licensing fee. A rabies vaccination clinic on March 24, 2019 was held at the Brookfield Fire Station. Much thanks to Dr. Mark Ledoux, and Chief Peter Martell for their time and efforts.

Vital Statistics

Deaths-32 Births-25 Marriages-14

More detailed information can be found on these statistics later in this report.

Respectfully Submitted,

Michael P. Seery
Town Clerk



DEATHS 2019

Name	Date of Death	Age at Death
1. Irene C. Kennan	January 3, 2019	91
2. Roger R. Snow Sr.	January 4, 2019	79
3. Nelson J. Laperriere III	January 24, 2019	56 Peacetime Navy-BU3
4. Irene M. Cottone	January 30, 2019	95
5. Robert Wilder Jr.	January 31, 2019	62 Peacetime-Army
6. Francis Becker Sr.	February 23, 2019	90 Korean War-Army
7. Stephen M. Antinovitch	February 21, 2019	41
8. Beverly M. Temte	March 5, 2019	83
9. Johnny Blanton	March 17, 2019	84 KOREAN WAR-AIR FORCE-A3C
10. Julia Nydam	March 29, 2019	82
11. Barbara Steadman	April 17, 2019	89
12. Stanley P. Libiszewski	April 20, 2019	76 VIETNAM-MARINE CORPS-PFC
13. George Joseph Leblanc	May 4, 2019	76 VIETNAM-ARMY- SERGEANT
14. Arthur Swanson Jr.	May 18, 2019	77 MARINE CORPS CORPORAL- PEACETIME
15. Ronald Lacaire	May 21, 2019	78 VIETNAM-AIR FORCE
16. William F. Richardson	May 23, 2019	63
17. Virginia Cheney	May 26, 2019	94
18. Lee J. Piere	June 19, 2019	65
19. William J. McGarrigle	June 20, 2019	69
20. Earl Martin	June 28, 2019	83 KOREA-ARMY SPT 3
21. Edwin Foley	July 29, 2019	84 ARMY PEACETIME
22. Ray Williams	August 10, 2019	78

23. James Develin	August 26, 2019	76 ARMY VIETNAM
24. Carol Shailer	September 28, 2019	77
25. William Pratt	October 10, 2019	70 AIR FORCE VIETNAM SERGEANT
26. Gary Olds	October 10, 2019	59
27. Ronald J. Krasnecky	November 2, 2019	62
28. Jaime Majka	November 10, 2019	42
29. Ferland, Joyce R	December 20, 2019	78
30. Pope, Carolyn	December 30, 2019	85
31. Morin, Peter	December 13, 2019	67
32. Lena Flewelling	December 30, 2019	77

MARRIAGES & INTENTIONS
(Filed in Brookfield)
2019

Date of Marriage	To Whom Issued	Intention No.	Registered No.
JANUARY 18, 2019	RANDY REBIDUE TO MICHELLE BELMORE SPENCER	1	1
FEBRUARY 15, 2019	JACOV DOWNEY TO SAMANTHA FORTIN BROOKFIELD	2	2
FEBRUARY 16, 2019	MICHAEL KALIL TO MARY KING WORCESTER	3	3
APRIL 6, 2019	BRIAN SULLIVAN TO TRACY COLEMAN BROOKFIELD	4	7
MARCH 28, 2019	BERNARD CARLSON TO DOROTHY CARLSON BROOKFIELD	5	4
MARCH 29, 2019	ROBERT O'KEEFE TO LISA MOORE SPENCER	6	5
APRIL 1, 2019	BRIAN CURBOY TO CHERYL HENNING BROOKFIELD	7	6
JUNE 8, 2019	KYLE J. CRABB TO SARAH G.T. SCHRON BROOKFIELD	8	8
JUNE 29, 2019	BENJAMIN BRIGHAM TO KELSEY NORBERG	9	9

	BROOKFIELD		
JULY 3, 2019	JESSICA CRUZ-OLIVENCIA TO PAUL N. LINCOLN BROOKFIELD	10	10
AUGUST 17, 2019	ALICIA M. SHEPARD TO SAGE R. DUNLOP CHARLTON	11	12
AUGUST 10, 2019	JASON BLISS TO CAITLIN COOK BROOKFIELD	12	11
SEPTEMBER 21, 2019	STUART SIMONS JR. TO KIMBERLY HURLEY BROOKFIELD	13	13
OCTOBER 5, 2019	NEIL JOHNSON TO ROSE FARMOSA NORTH BROOKFIELD	14	14

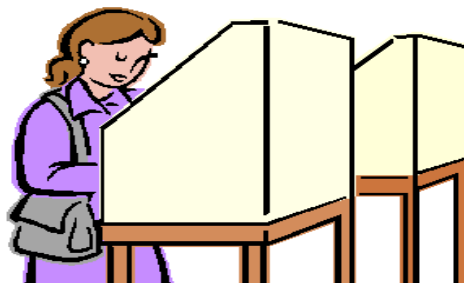
BUSINESS CERTIFICATES ISSUED – 2019

Date Issued	Business Name	To Whom Issued/Address
JAN. 2, 2019	HUGO HILL FARM 11 LETENDRE ROAD	FRANKLIN A. BASSETT
JAN. 3, 2019	VIKING CONSTRUCTION 5 MAIN STREET	MICHAEL E. GUSTAFSON
JAN. 9, 2019	DUNCAN'S PAINT & FIX 97 LAKE ROAD	DUNCAN FIFIELD
JAN. 23, 2019	EPIC PASTRY 89 ALLEN ROAD	JACQUELINE DROSEHN
JAN 24, 2019	C & L GENERAL CONTRACTING 162 FISKDALE ROAD	CHRISTOPHER MAYLYNOWSKI
JAN. 28, 2019	JAN-MICHAELS CONSTRUCTION 50 MOLASSES HILL ROAD	MICHAEL A. MANEGGIO
JAN. 31, 2019	MCMILLAN TRUCKING INC. 6 MILL STREET	MATTHEW P. MCMILLAN
FEB. 6, 2019	RUGGLES FARM 31 WEST MAIN STREET	LEWIS & CAROLE RICHARDS
FEB. 12, 2019	DUGAS RESTAURANT & CATERING DBA THE CLAM BOX 53 MAPLE STREET	TIMOTHY H. DUGAS
MARCH 6, 2019	JM HALL PET SITTING 4 HOBBS AVE	JESSICA HALL
MARCH 18, 2019	BROOKFIELD TRANSFER REPAIR 7 LAKEVIEW AVE	ROLAND CONSTANTINEAU
MARCH 19, 2019	NORTH ATLANTIC TILE 8 LAKESIDE AVE	VINICIUS B. ANDRADE
APRIL 29, 2019	KNA'S PAINTIQUES 122 QUABOAG STREET	JENNIFER L. TALCOTT
May 29, 2019	EVANS AND SONS ENTERPRISE 37 LAKE ROAD	JEFFREY EVANS
June 26, 2019	BROOKFIELD SELF STORAGE 68 SOUTH MAPLE STREET	ROBERT F. LATINO DONNA LATINO
September 11, 2019	DIAMOND IN THE ROUGH REMODELING 74-1 TOWN FARM ROAD	REBECCA SUMNER

Annual Town Election Results Report	
Monday May 6, 2019	
Brookfield Town Hall	
6 Central Street	
Brookfield MA 01506	
Total Ballots Cast for the Election = 190 out of 2,342 Voters	
Moderator-1Year	
Blanks	23
Donald R. Taft	163
Write-Ins	4
Board of Selectmen-3 Years	
Blanks	42
Linda M. Lincoln	140
Write-Ins	8
Shade Tree Trustee	
Blanks	179
Write-Ins	11-All single votes no winner
Board of Assessors- 3 Years	
Blanks	34
Leonard S. Farr	156
Write-Ins	0
Planning Board-5 Years	
Blanks	178
Write-Ins	12-All Single Votes no winner
Elementary School Committee-3 Years	
Blanks	26
Andrew H. Dunn	163
Write-Ins	1
Cemetery Commissioner-3 Years	
Blanks	23
Patrick J. O'Day	166
Write-Ins	1
Water Commissioner-3 Years	
Blanks	10
Marlene Fairbrother	86
Robert R. Barnes	93
Write-Ins	1
Water Commissioner-2 Years	
Blanks	27
Alan K. Jones	161
Write-Ins	2
Board of Health- 3 Years	
Blanks	30
Michael P. Seery	158

Write-Ins	2
Public Library Trustee-3 Years-Vote for Two	
Blanks	92
Sally M. Brown	151
Barbara L. Steadman	84
Traci Hill-Write In Candidate	45
Write-Ins Total	53
Town Clerk	
Blanks	27
Michael P. Seery	161
Write-Ins	2
Regional School Committee	
Blanks	27
Megan J. Cunningham	163
Write-Ins	0
Constable- 3 Years-Vote for Two	
Blanks	100
Mark C. Grubbs	132
Richard A. Lapierre	148
Write- Ins	0

Certified this 7th Day of May 2019: _____
Michael P. Seery-Town Clerk



REPORT OF THE BOARD OF REGISTRARS

During 2019, there was 1 Annual Town Election. One Special Town Meeting was held in February and the Annual Town Meeting in June
The results of the election and all town meetings can be found in this report. The Annual Town Census was taken during the months of January and February.

Respectfully submitted,

Lois O'Leary, Chairman of the Board of Registrars
Shirley Sanborn
Nancy J. Flynn
Michael P. Seery, Clerk of the Board of Registrars



REPORT OF THE TOWN HALL IMPROVEMENT COMMITTEE

In 2019, the Brookfield Town Hall Improvement Committee continued to oversee the design, planning and management of many large and small scale projects in our Town Hall.

In 2019 the Tax Collector's office was relocated into a new office built in the other half of the former kitchen space, adjacent to the new Assessor's office built in 2018.

The year saw the completion of our brand new, long anticipated ADA compliant bathroom and kitchenette that was built in the space that formerly housed the Assessor's office.

Energy efficient lighting and thermostats have been installed in all of these new spaces. Each of the above projects was successfully completed under budget.

A well-attended Open House sponsored by our committee was held during the fall of 2019 allowing residents to come in and view all of the progress we have made.

The renovation of the Town Clerk's office began in 2019 with assistance from the Worcester County Sheriff's department. Work on this space will be completed in 2020. Once the new floor has been installed, the plan is to return the large desk/cabinet currently located in the Banquet Hall back into the renovated Town Clerk's office, where it was a fixture for many years.

Two additional security cameras were installed in 2019 and 2 defective cameras were replaced.

The window sash cord on all of the first floor windows with broken or deteriorated sash cord was replaced last year. Many of these windows had been unsafe to use for many years.

Snow cleats have been installed on parts of the town hall slate roof above the entry areas to help prevent heavy and potentially damaging sheets of snow from sliding off the roof near the entry doors. Additional snow cleat installations will be completed in coming years.

The contract to install a chairlift from the first floor to the second floor has been agreed to and a structural engineer has been contacted to verify the proper building supports are in place beneath the new chairlift installation. The project is on hold pending the approval of the Mass Architectural Board.

Our committee continues to address many of the concerns that were identified in the 2018 ADA study and at year end plans were being finalized to improve the ADA access ramp, renovate the old first floor bathroom and replace the exterior door that opens onto the ramp. All of these projects will be funded by a recently awarded grant. In 2019 all of the door handles on the first floor were replaced with ADA approved "long lever" style door handles.

Annual maintenance of the tower clock continues to be done on an as needed basis by Skip Neilson and Al Jones at no cost to the town. Our Howard tower clock mechanism is estimated to be approximately 150 years old.

The design phase of the new Senior Center proposed to be located in the Town Hall basement was finalized.

Other issues our committee is working on include:

- Address as many ADA non-compliance issues as possible
- Replacement of forced hot water furnace
- Review and relocation of records in basement storage room
- Overall structural integrity of Town Hall (CDBG and CIPC)
- Implementation of Maintenance schedule

Town Hall Improvement Committee Members

William R. Simpson (2020) (Chair)

Mary Lou Knight (2019) (Clerk)

Don Taft (2020)

Carol Plumb (2021)

Al Jones (2022) (Treasurer)

The Brookfield Town Hall Improvement Committee would like to thank all of the townspeople of Brookfield for their continued support of our committee's efforts.

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REPORT OF THE TREE WARDEN



In 2019 trees were removed from Long Hill Rd., Town Farm Rd., Allen Rd. and Mitchell Hill Rd

Long Hill Rd. – 24 trees removed

Town Farm Rd.- 16 trees removed

Allen Rd. – 6 trees removed

Mitchell Hill Rd. – 11 trees removed

Also numerous dead trees were removed in town and trimming was done on the Common. A stump grinder was rented and approximately 16 stumps were removed.

Brookfield's Wood Policy states in part:

If the wood can be used as firewood, the property abutter has the right of first refusal. All or part of the wood may be left as requested. This is providing that if the wood were left on site, it would not create any safety hazard to the public. The wood is left in large sections that would need to be cut and split by the recipient for use.

If the abutter does not want the wood it becomes available for neighbors and other residents.

If the wood cannot be used as firewood due to the type or condition and has no value, then it is disposed of at the town property on Herbert Rd.

Please contact the Highway Department before taking any wood.

Once the wood is left at a property the town is no longer responsible for its disposal.

The department maintains a list of residents interested in obtaining wood for their personal use when the abutter does not want or need the wood. If you would like to be placed on our list please email the highway office. highway@brookfieldma.us. Please call the Highway Department 508-867-8357 with any tree related questions.

In closing I would like to thank Jim Rust of Rusty's Tree Service for his assistance and scheduling flexibility while working with the Highway Department to remove hazardous trees.

Respectfully submitted,

Ryan Pontbriand, Tree Warden



REPORT OF THE VETERAN'S AGENT

The Veterans Services Office for the Town of Brookfield witnessed a marked increase in requests for services in general and with a greater interest in the Massachusetts Chapter 115 and Veterans Administration Programs.

As our veterans age, the cost of living along with the higher cost of healthcare, makes living on a set,

retirement income near impossible. The Massachusetts General Laws, Chapter 115 Benefit Program as well as the US Veterans Administration Health Programs are available to our veterans who qualify. Please contact the Veterans Services Officer at (508) 344-5592 or drop by my office at the Brookfield Town Hall on Wednesday afternoon between noon and 2:30 PM or call to make an appointment to meet you at your home.



**REPORT OF THE WATER DEPARTMENT
January 1, 2019 – December 31, 2019**

Superintendent: Dennis Clarke

Administrative Clerk: Holly Chisholm

Commissioners:

Donald R. Taft, Chairman (2020)
Robert Barnes, Member (2022)
Al Jones, Member (2021)

Secondary/On Call Operators:

Jeff Beauchamp
Bruce Clarke
Joe Kenney

In the spring of 2019, the Water Department welcomed Dennis Clarke as the new Water Superintendent, Dennis came to Brookfield from serving as Water Superintendent and Highway superintendent in East Brookfield. The Water Department is a self-sustaining department operating under the Massachusetts General Laws, allowing the Department to retain a surplus account, which is utilized for capital expenditures. The Department maintains compliance with MA DEP water quality requirements and performs monthly testing of our system for bacteria. In addition to monitoring and sampling for bacteria additional testing is performed for iron, manganese, lead, nitrate and perchlorate to insure compliance with state drinking water standards. The pump station on Herbert Street is checked and monitored seven days a week: checking system operations, managing flow rates and water levels and system pressures. In addition to customer service, the Department performs ongoing maintenance, backflow testing, system flushing to provide to insure that customers receive quality uninterrupted water service. Regular monthly Water Commission meetings are held on the second Wednesday of each month at 11:00AM (or as posted), in the Water Department Office at the Brookfield Town Hall, 6 Central Street.

Water Department actions taken in 2019:

- Completed redevelopment of Well 02G using Aqua-free technology.
- Brookfield Water Department completed follow up of MA DEP Sanitary survey.
- Installation of a new chlorination system, completed spring 2019.
- 2019 purchased materials for new water lines/services in Central Street.
- CDBG grant for water lines replacement Hyde/Hayden Streets, project completed summer 2019.
- Completed painting of water system fire hydrants.

The Water Department treated and pumped approximately 28.6 million gallons of water in 2019. We currently have 485 active water services in town. The system includes approximately 9 miles of water mains and 83 fire hydrants.

Approximately 80% of the annual system water usage is delivered through system service connections, the remaining 20% is accounted for through bulk water hauler distribution.

	FY 18 REPORT	FY19 REPORT
	July 1, 2017 – June 30 2018	July 1, 2018 – June 30 2019
Water Users	\$112,972.58	\$113,448.85
Water Haulers	\$ 22,101.54	\$ 24,777.00
Demand and Interest	\$ 4,380.26	\$ 3,480.10
ON/OFF Fee/repair	\$ 1,924.76	\$ 1,776.63
Backflow/Sprinkler	\$ 1,296.20	\$ 1,078.00
New Service	\$ 500.00	\$ 500.00
Expense Account	\$ 30,268.58	\$ 28,618.77
Wage Account	\$ 76,051.74	\$ 83,990.89
Revenue Collected	\$156,557.16	\$146,328.36
Surplus	1 \$ 50,236.84	\$ 33,718.70

REPORT OF THE ZONING ENFORCEMENT OFFICER

Regular office hours were maintained to assist the Building Inspector to expedite permit required projects and ensure compliance to the Town of Brookfield Zoning By-Laws. During this past 2019 year, this office has taken approximately 175 telephone calls and 100 e-mail requests.

Numerous letters were sent to individual property owners and businesses for zoning infractions and requesting they comply with the zoning by-laws to avoid further action. In most situations, these issues were resolved in a timely manner without further action being taken to correct the violation. In some instances fines have been imposed to enforce compliance. Other departments were needed to intervene and help enforce the request to and avoid utilizing town counsel incurring additional expenses to the town. There are those cases where town counsel input has been necessary in order to be involved for resolution. There are cases that are currently in litigation that we are actively involved with town counsel to resolve.

I continue to respond to many complaints, give directions, and resolve zoning issues and violations within the town. I work closely with other departments and residents to ensure that the rules and regulations set forth by the town of Brookfield are being adhered to. Town counsel will continue to be utilized only when absolutely necessary to assist residents and business owners to comply with the zoning by-laws. Cooperation and compliance with the zoning bylaws, Zoning Board of appeals, The Planning Board, Board of Health, and respect for neighbors is appreciated and necessary to reduce the cost to the town of Brookfield when issues can be settled without the need for town counsel assistance.

Copies of the Town of Brookfield Zoning By-Laws are available from the town clerk and on the Town of Brookfield website.

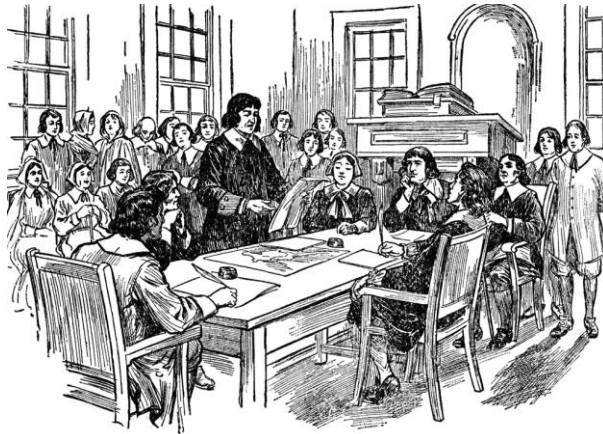
Respectfully submitted
Nicholas M. Thomo
Zoning Enforcement Officer

REPORT OF THE ZONING BOARD OF APPEALS

The Zoning Board of Appeals is a five-member board appointed annually by the Board of Selectmen. The ZBA is an independent board responsible for hearing and ruling on many issues that concern the Town of Brookfield's Zoning By-Laws. In 2019, the ZBA had six applications resulting in the public hearings listed below:

Date	Applicant	Request	Location	Decision
1/8/2019	John David Holdcraft	Administrative Appeal	17 West Main Street	Denied
3/19/2019	Edward Juda	Administrative Appeal	76 Town Farm Road	Denied
5/28/2019	Roger Mundell Jr	Special Permit	54 South Maple St	Approved
7/17/2019	Ryan R. Servant	Special Permit	11 Marsh View Road	Denied
8/28/2019	Bel-Vin Realty, LLC	Special Permit	57 South Maple St	Approved
9/10/2019	Trifone Design	Variance	12 Lane 21	Approved

Respectfully submitted,
Stephen J. Comtois II, Chairman
Kenneth Cleveland
Danielle Forcier
Timothy Simon
Charles K. Wilson
Roger Mundell Jr., alternate



THE COMMONWEALTH OF MASSACHUSETTS

TOWN OF BROOKFIELD

SPECIAL TOWN MEETING WARRANT

TUESDAY, FEBRUARY 26, 2019

7 PM

BROOKFIELD TOWN HALL

BROOKFIELD, MASSACHUSETTS

WORCESTER, SS:

TO EITHER OF THE CONSTABLES OF THE TOWN OF BROOKFIELD IN THE COUNTY OF WORCESTER

IN THE NAME OF THE COMMONWEALTH OF MASSACHUSETTS, YOU ARE HEREBY DIRECTED TO NOTIFY AND WARN THE INHABITANTS OF SAID TOWN, QUALIFIED TO VOTE IN TOWN AFFAIRS, TO MEET AT THE **BROOKFIELD TOWN HALL, 6 CENTRAL STREET, BROOKFIELD, MA ON TUESDAY THE TWENTY SIXTH OF FEBRUARY IN THE YEAR 2019 AT 7:00 P.M.** THEN AND THERE TO ACT ON THE FOLLOWING ARTICLES:

ARTICLE 1: To see if the Town will amend Chapter XV of the Town's General By-laws, Personnel By-law, by adding a new section after existing Section 11, as follows:

New Hires – Department Heads

In recognition of the need to attract and retain qualified and experienced personnel, the Board of Selectmen may provide, in its discretion and upon recommendation of the Appointing Authority (if different than the Board of Selectmen), for benefits that exceed the benefits set forth in this Personnel By-Law for newly hired Department Heads. This discretion is intended to be utilized only in such circumstances where it is determined that the provision of additional or greater benefits is necessary to secure the employment of a particular individual, should be exercised with due consideration of fiscal and budgetary constraints, and is subject to appropriation and any limitations imposed by state law, or take any action relative thereto.

(Sponsored by the Water Dept.)

This Personnel Bylaw change would allow for consideration of additional benefits (such as vacation time) to be offered for new Department Head (only) hires.

*The Board of Selectmen supports this article.
The Advisory Committee supports this article*

The Town unanimously voted to amend Chapter XV of the Town's General By-laws, Personnel By-Law, by adding a new section after existing Section 11 as follows:

New Hires – Department Heads

In recognition of the need to attract and retain qualified and experienced personnel, the Board of Selectmen may provide, in its discretion and upon recommendation of the Appointing Authority (if different than the Board of Selectmen), for benefits that exceed the benefits set forth in this Personnel By-Law for newly hired Department Heads. This discretion is intended to be utilized only in such circumstances where it is determined that the provision of additional or greater benefits is necessary to secure the employment of a particular individual, should be exercised with due consideration of fiscal and budgetary constraints, and is subject to appropriation and any limitations imposed by state law.

ARTICLE 2: To see if the Town will vote to raise and appropriate, transfer or borrow a sum of money to pay a prior year's bill for the Recreation Committee, or take any action relative thereto. *(Sponsored by the Fire Dept)*
Requires 9/10 vote

***To pay unpaid invoices from 6-1-18 and 6-26-18. The Recreation Committee used an account set up by the Fire Dept to purchase a flag pole and flag for Lewis Field.
\$775.04***

*The Board of Selectmen supports this article.
The Advisory Committee supports this article*

The Town voted unanimously to pass over Article 2

The meeting adjourned at 7:09 pm

33 voters attended the meeting

**THE COMMONWEALTH OF MASSACHUSETTS
TOWN OF BROOKFIELD
ANNUAL TOWN MEETING WARRANT
FRIDAY, JUNE 14, 2019
BROOKFIELD ELEMENTARY SCHOOL
BROOKFIELD, MASSACHUSETTS**

WORCESTER, SS:

TO EITHER OF THE CONSTABLES OF THE TOWN OF BROOKFIELD IN THE COUNTY OF WORCESTER

GREETINGS:

IN THE NAME OF THE COMMONWEALTH OF MASSACHUSETTS, YOU ARE HEREBY DIRECTED TO NOTIFY AND WARN THE INHABITANTS OF SAID TOWN, QUALIFIED TO VOTE IN ELECTIONS AND IN TOWN AFFAIRS, TO MEET AT THE ELEMENTARY SCHOOL, 37 CENTRAL STREET, BROOKFIELD, MA ON **FRIDAY THE FOURTEENTH DAY OF JUNE IN THE YEAR 2019 AT 6:30 P.M.** THEN AND THERE TO ACT ON THE FOLLOWING ARTICLES:

ARTICLE 1: To see if the Town will vote to raise and appropriate, transfer or borrow a sum of money to the FY2019 Snow and Ice Account, or take any action relative thereto.

\$36,358

For FY19 Snow and Ice deficit

The Board of Selectmen and the Advisory Committee support this article

The Town voted unanimously to transfer the sum of \$36,358.00 from Stabilization Account to FY 2019 Snow and Ice Account.

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 Board of Selectmen and the Advisory Committee support this article

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, transfer or borrow 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.

The Board of Selectmen and the Advisory Committee support this article

Articles shown in the box below are on the Annual Town Meeting Warrant every year and are often voted as a block. The Board of Selectmen and the Advisory Committee unanimously support these articles.

ARTICLE 4: To see if the Town will vote to authorize the Town Treasurer, with the approval of the Selectmen, to borrow money from time to time in anticipation of the revenue of the fiscal year beginning July 1, 2019 in accordance with the provisions of Massachusetts General Laws, Chapter 44, section 4 and to issue a note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Chapter 44, section 17, or take any action relative thereto.

ARTICLE 5: To see if the Town will vote to authorize the Town Treasurer, with the approval of the Selectmen, to foreclose on certain Tax Titles held by the Treasurer, or take any action relative thereto.

ARTICLE 6: To see if the Town will vote to instruct the Selectmen or their agent to sell for the Town any land or building acquired by the Town by Tax Title foreclosure after first giving notice of said sale, by posting a notice at the Town Hall and the Post Office, 14 days at least before said sale stating what parcels are to be sold or offered for sale and the time and place of holding said sale, or take any action relative thereto.

ARTICLE 7: To see if the Town will vote to authorize the Selectmen to sell any old and obsolete equipment or personal property by sealed bids; at public auction after first giving notice of the time and place of sale by posting such notice of sale in some convenient and public place in Town, and by advertising once in a local newspaper, fourteen days at least before the sale, any old and obsolete equipment or personal property, provided that the Selectmen or whomsoever they may authorize to hold such auction or sale may reject any bid which they deem inadequate; or at an established market, or take any action relative thereto.

ARTICLE 8: 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.

ARTICLE 9: To see if the Town will vote to authorize the Board of Health to appoint one of its members to hold the position of Health Agent, Title V Administrator, Transfer Station Monitor, and Transfer Station Administrator and to provide compensation therefore, or take any action relative thereto.

ARTICLE 10: To see if the Town will vote to authorize the Board of Health to fund additional betterment projects through the existing Community Septic Management Program account, or take any action relative thereto.

The Board of Health already has money in an account which may be used for septic loans to qualified residents. An annual re-authorization by Town Meeting is required to loan these funds.

Article 11: To see if the Town will vote to set the FY2020 spending limits for the following revolving funds, authorized pursuant to Chapter V, "Financial Affairs", Section 8, of the Town's general bylaws:

Authorized Revolving Funds	Fiscal Year Expenditure Limit
Board of Health Inspector/Professional Engineer Costs	\$20,000
Regional Highway Equipment Cooperative	\$20,000

Or take any other action relative thereto.

The Board of Selectmen and the Advisory Committee support this article

The Town voted unanimously to approve articles 3-through 12 as written in the town warrant except that the phrases or take any action relative thereto be omitted.

ARTICLE 12: To see if the Town will vote to raise and appropriate, transfer or borrow the sum of \$1.00 to plow private roads, or take any action relative thereto.

The department currently plows three miles of private roads. The actual cost to plow these three miles is approximately \$15,000 (not \$1.00 which has been the annual vote).

The Board of Selectmen and the Advisory Committee support this article

The Town voted unanimously to approve articles 3-through 12 as written in the town warrant except that the phrases or take any action relative thereto be omitted.

ARTICLE 13: To see if the Town will vote to raise and appropriate, transfer or borrow a sum of money to fund the Road Construction and Reconstruction Account, or take any action relative thereto. *(Sponsored by the Highway Dept)*
\$35,000

The Road Reconstruction Account is used for projects and purchases that cannot be paid from Chapter 90 funds. These include, but are not limited to, patching potholes, drainage repairs, repairs to short sections of roads, repairs to catch basins and surveying.

The Board of Selectmen and the Advisory Committee support this article
The CIPC supports this article

The Town unanimously voted to transfer \$35,000 dollars from the Stabilization Account to Road Construction and Reconstruction Account.

ARTICLE 14: To see if the Town will vote to raise and appropriate, transfer or borrow a sum of money to purchase protective clothing and air bottles, or take any action relative thereto. *(Sponsored by the Fire Dept)*
\$22,000

Protective clothing and equipment cannot be over 10 years old and air tanks cannot be over 15 years old. These items are essential for firefighting and need to be replaced.

The Board of Selectmen and the Advisory Committee support this article
The CIPC supports this article

The Town unanimously voted to transfer the sum of \$22,000.00 dollars from the Stabilization Account to purchase protective clothing and air bottles.

ARTICLE 15: To see if the Town will approve the Two Million Dollar (\$2,000,000) borrowing authorized by the Tantasqua Regional School District, for the purpose of paying costs of replacing doors and windows in the Tantasqua Regional Jr High School at 320 Brookfield Road, Fiskdale, Ma, including the payment of all costs incidental or related thereto (the "Project"), which proposed repair project would materially extend the useful life of the school and preserve an asset that otherwise is capable of supporting the required educational program, and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended at the direction of the Tantasqua Regional School District Building Committee. The MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities. Any grant that the District may receive from the MSBA for the Project shall not exceed the lesser of (1) fifty-five and sixty-three hundredths percent (55.63%) of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA. Any premium received by the District upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to project costs in accordance with G.L. c.44, Section 20, thereby reducing the amount authorized to be borrowed for the project by a like amount.

Approx. \$6,950 each year for 5 years

*The Board of Selectmen and the Advisory Committee support this article
The CIPC supports this article*

The Town voted unanimously to approve Article 15 as printed in the warrant.

ARTICLE 16: To see if the Town will vote to raise and appropriate, transfer or borrow a sum of money for a state mandated Emergency Action Plan for Sawmill Pond Dam, or take any action relative thereto. (*Sponsored by the Highway Dept*)
\$8,000

A new state mandate requires an Emergency Action Plan for all significant hazard dams, which Sawmill Pond Dam is one. The Emergency Action Plan must be completed by December 2019

The Board of Selectmen and the Advisory Committee support this article

The Town voted unanimously to transfer the sum of \$8,000.00 dollars from Stabilization for a state mandated action plan for Sawmill Pond Dam.

ARTICLE 17: To see if the Town will vote to raise and appropriate, transfer or borrow a sum of money to continue to lease 18 Common Street, or take any other action relative thereto. (*Sponsored by the Library*)
\$16,500 per year

*The Board of Selectmen supports this article.
The Advisory Committee supports this article (6/1 abstain)
This article requires a two-thirds majority vote for approval.*

The Town voted by a standing 2/3rds majority 102 in favor to 4 opposed to transfer the sum of \$16,500.00 from Stabilization account to continue to lease 18 Common Street said lease authorized by vote under article 30 of the June 15th 2018 Annual Town Meeting.

ARTICLE 18: To see if the Town will vote to raise and appropriate, transfer or borrow a sum of \$2,000 to place additional street lights throughout the Town with the location and type of those lights to be determined by the selectmen, or take any action relative thereto. (*Sponsored by Citizen Petition*)
\$2,000

The Board of Selectmen and the Advisory Committee support this article

The Town voted by a moderator declared 2/3rds majority voice vote to transfer the sum of \$2,000.00 from Stabilization to place additional street lights throughout the town with the location and type as determined by the selectmen consistent with all applicable federal or state guidelines.

ARTICLE 19: To see if the Town will vote to transfer a sum of money from the Ambulance Revenue Account to fund the fiscal 2020 Ambulance Expense Account, or take any action relative thereto. (*Sponsored by the Emergency Squad*)
\$40,000

Transfer from revenue to expense will fund the next fiscal year's expenses.

The Board of Selectmen and the Advisory Committee support this article

The Town voted unanimously to transfer the sum of \$40,000.00 from the Ambulance Revenue Account to fund the fiscal 2020 Ambulance Expense Account.

ARTICLE 20: To see if the Town will vote to transfer a sum of money from the Ambulance Revenue Account to fund the fiscal 2020 Ambulance Wages Account, or take any action relative thereto. (*Sponsored by the Emergency Squad*) fiscal 2020 Ambulance Expense Account
\$189,000

Transfer from revenue to wages will fund the next fiscal year wages.

The Board of Selectmen and the Advisory Committee support this article

The Town unanimously voted to transfer the sum of \$189,000.00 from the fiscal 2020 Ambulance Revenue Account to the fiscal 2020 Ambulance Wages Account.

ARTICLE 21: To see if the Town will vote to transfer a sum of money from the ambulance revenue account to purchase a new ambulance, or take any action relative thereto. (*Sponsored by the Emergency Squad*)
\$270,000

Transfer from revenue to purchase a new ambulance. The current ambulance is 11 years old with over 112,000 miles.

The Board of Selectmen and the Advisory Committee support this article

The CIPC supports this article

The Town voted to transfer the sum of \$270,000.00 from the Ambulance Revenue Account to purchase a new ambulance.

ARTICLE 22: To see if the Town will vote to add a new bylaw, which if adopted, would become Chapter Two, Section 22 of the Town Bylaws and reads as follows: Prior to setting the tax rate each year, the Town of Brookfield must hold a town meeting for the citizens to consider an article on the amount of free cash to be used to reduce the tax rate. *(Sponsored by Citizen Petition)*

The Board of Selectmen does not support this article; the Advisory Committee does not support this article (6 to 1); The CIPC does not support this article; the Bylaw Committee supports this article

The Town voted by a standing majority 75 opposed to 22 in favor to defeat Article 22.

ARTICLE 23: To see if the Town will vote to change the Town of Brookfield Bylaws to include a full time position of Town Administrator. The Town Administrator would work directly under the administrative and policy direction of the Board of Selectmen and will oversee the daily operations of the town government, or take any other action relative thereto. *(Sponsored by Citizen Petition)*

The Board of Selectmen (2 to 1) supports this article; The Advisory Committee does not support this article (5 to 2); the Bylaw Committee does not support this article.

The Town voted by a standing majority 64 in favor to 51 opposed to add the position of Town Administrator to the Town of Brookfield Personnel By-Law, Chapter XV, Section 2 (Mandatory Classification).

NOTE: DIRECTLY AFTER ARTICLE 23 WAS PASSED A MOTION WAS MADE TO RECONVENE THE TOWN MEETING ON FRIDAY JUNE 21, 2019, 6:30 P.M. AT THE BROOKFIELD ELEMENTARY SCHOOL. THE VOTE WAS UNANIMOUS.

ARTICLE 24: To see if the Town will vote, pursuant to the provisions of Massachusetts General Laws Chapter 59, Section 38H or any other enabling authority, to authorize the Board of Selectmen, on behalf of the Town of Brookfield, to enter into an agreement for payment in lieu of taxes (PILOT Agreement), for a term ending no later than 20 years from commercial operation, with the owner/lessee/operator of metered ground-mounted solar photovoltaic energy generating facilities located at 8 Mitchell Hill Road (property shown on Brookfield Assessors' Maps as Map 4B, Lot 9, Parcel ID 045/004.B-0000-0009.0), upon such terms as the Board of Selectmen shall deem to be in the best interest of the Town, and further, to authorize the Board of Selectmen to take such actions as may be necessary to implement such agreements, or take any other action relative thereto. *(Sponsored by the Assessor's Dept)*

The Board of Selectmen and the Advisory Committee support this article

The Town voted by a moderator declared voice vote to approve Article 24 as written in the Town Warrant, except that the phrase "or take any action relative thereto be omitted.

ARTICLE 25: To see if the Town will vote to establish a special purpose stabilization fund, pursuant to G.L. c. 40, s. 5B, for the purposes of acquiring, creating, and/or preserving open space and land for recreational use, with the intention that monies received by the Town for roll-back and conveyance taxes upon the conversion of so-called "chapter lands", under G.L. c. 61 (forest land), G.L. c. 61A (agricultural or horticultural land), and G.L. c. 61B (recreational land) to residential, commercial or industrial use be credited to the fund; provided that such funds will need to be appropriated by Town Meeting to the special purpose stabilization fund, or take any other action relative thereto. *(Sponsored by the Board of Selectmen)*

*The Board of Selectmen and the Advisory Committee support this article
This article requires a two-thirds majority vote for approval.*

The Town voted by a standing 62 in favor to 6 opposed to approve Article 25 as written in the Town Warrant, except that the phrase "or take any action relative thereto be omitted.

ARTICLE 26: To see if the Town will vote to amend the Town of Brookfield Zoning Bylaw for the regulation of Solar Energy Systems by the following additions to the existing Sections 2 - Definitions, Section 4 – District and Use Regulations, Section 5- Accessory Uses, and Section 7 – Dimensional Regulations of the Zoning By-Law, and by the creation of a new Section 12, as set forth below; and further, to authorize the Town Clerk to assign appropriate numbering to these provisions or renumber existing Sections, as necessary, to incorporate these changes into the Zoning Bylaw:

Section 2. Definitions

Photovoltaic System (also referred to as Photovoltaic Installation): An active solar energy system that converts solar energy directly into electricity.

Rated Nameplate Capacity: The maximum rated output of electric power production of a photovoltaic system in watts of Direct Current (DC).

Solar Collector: A device, structure, or a part of a device or structure for the primary purpose of harvesting solar energy for use in a solar energy system.

Solar Energy: Radiant energy received from the sun that can be collected in the form of heat or light by a solar collector.

Solar Energy System: A device or structural design feature for the collection, storage and distribution of solar energy for space heating or cooling, electricity generation, or water heating.

Solar Energy System, Active: A solar energy system that collects and transforms solar energy into another form of energy or transfers heat from a solar collector to another medium, via mechanical, electrical, or chemical means.

Solar Energy System, Grid-Intertie: A photovoltaic system or other active solar energy system designed to generate electricity that is connected to an electric circuit served by an electric utility.

Solar Energy System, Ground-Mounted: An active solar energy system that is structurally mounted to the ground and is not roof-mounted; may be of any size (small-, medium- or large-scale).

Solar Energy System, Large-Scale: An active solar energy system that occupies more than 40,000 square feet of surface area (equivalent to a rated nameplate capacity of about 250kW DC or greater).

Solar Energy System, Medium-Scale: An active solar energy system that occupies more than 1,750 but less than 40,000 square feet of surface area (equivalent to a rated nameplate capacity of about 10 - 250 kW DC).

Solar Energy System, Off-Grid: A photovoltaic system or other active solar energy system designed to generate electricity in which the circuits energized by the solar energy system are not electrically connected in any way to electric circuits that are served by an electric utility.

Solar Energy System, Passive: A solar energy system that captures solar light or heat without transforming it to another form of energy or transferring the energy via a heat exchanger.

Solar Energy System, Roof-Mounted: An active solar energy system that is structurally mounted to the roof of a building or structure; may be of any size (small-, medium- or large-scale).

Solar Energy System, Small-Scale: An active solar energy system that occupies 1,750 square feet of surface area or less (equivalent to a rated nameplate capacity of about 10 kW DC or less).

Section 4. District and Use Regulations

Activity or Use	RR	V	BA	BB	FP
6. Commercial and Manufacturing Use					
1. Ground-Mounted Solar Energy Systems					
i. Large-Scale	SP	N	SP	Y	N
ii. Medium-Scale	SP	N	SP	Y	N
iii. Small-Scale	Y	N	Y	Y	N

Section 5. Accessory Uses

G. Solar Energy Systems

1. Roof-mounted solar energy systems shall be considered an accessory use in all districts.
2. Small-scale ground-mounted photovoltaic systems shall be considered an accessory use allowed as-of-right in the Rural Residential, Business A and Business B districts and subject to a Special Permit granted by the Planning Board in the Flood Plain district.

Section 7. Dimensional Regulations

3. Ground-mounted solar energy systems shall be set back a distance of at least 150 feet from the public way on scenic roads or byways, or behind the principle structure on the site, whichever is less. The Planning Board may reduce the minimum setback distance as appropriate based on site-specific considerations.

Section 12. Solar Energy Systems

A. Purpose

The purpose of this bylaw is to provide standards for the placement, design, construction, operation, monitoring, modification, repair and removal of ground-mounted solar energy systems in order to address public health, safety and welfare and minimize impacts on scenic, natural and historic resources, and to provide adequate financial assurance for the eventual decommissioning of such installations.

B. Applicability

Except where specified herein, this bylaw applies to all ground-mounted solar energy systems and to physical modifications that materially alter the type, configuration, or size of these systems, related structures or equipment. Ground-mounted solar energy systems on municipal and school district properties are permitted in all districts upon site plan approval from the Planning Board. Solar energy systems for the primary purpose of agriculture are exempt from this bylaw pursuant to MGL c. 40A, §3.

C. General Requirements

1. The construction and operation of all ground-mounted solar energy systems shall be consistent with all applicable local, state and federal requirements, including but not limited to all applicable safety, construction, electrical, and communications requirements. All

buildings and fixtures forming part of a ground-mounted solar energy system shall be constructed in accordance with the Massachusetts State Building Code.

2. Ground-mounted solar energy systems shall not be constructed, installed or modified as provided in this section without first obtaining a building permit and paying any required fees.
3. The solar energy system's owner or operator shall maintain the facility in good condition. Maintenance shall include, but not be limited to, painting, structural repairs, and integrity of security measures. Site access shall be maintained to a level acceptable to the local Fire Chief and Emergency Management Director. The owner or operator shall be responsible for the cost of maintaining the ground-mounted solar energy system and any access road(s).

D. Required Submission Documents

Special permit and/or site plan review applications shall include:

1. A properly completed and executed application form and application fee
2. Any requested waivers
3. Name, address, phone number and signature of the project proponent, as well as all co-proponents or property owners, if any
4. Name, contact information and signature of any agents representing the project proponent
5. Name, address, and contact information for proposed system installer
6. Documentation of actual or prospective access and control of the project site sufficient to allow for construction and operation of the proposed solar energy system
7. Proposed hours of operation and construction activity
8. Blueprints or drawings of the solar energy system signed by a Massachusetts licensed Registered Professional Engineer showing the proposed layout of the system and any potential shading from nearby structures
9. Utility Notification - evidence that the utility company that operates the electrical grid where a grid-intertie solar energy system is to be located has been informed of the system owner or operator's intent to install an interconnected facility and acknowledges receipt of such notification, and a copy of an Interconnection Application filed with the utility including a one or three line electrical diagram detailing the solar electric installation, associated components, and electrical interconnection methods, with all Massachusetts Electrical Code (527 CMR § 12.00) compliant disconnects and overcurrent devices. Off-grid solar energy systems shall be exempt from this requirement.
10. Documentation of the major system components to be used, including the electric generating components, battery or other electric storage systems, transmission systems, mounting system, inverter, etc.
11. Documentation by an acoustical engineer of the noise levels projected to be generated by the installation
12. Operation & Maintenance Plan for the solar energy system, which shall include measures for maintaining safe access to the installation, storm water management, vegetation controls, and general procedures for operational maintenance of the installation
13. Abandonment & Decommissioning Plan - Any ground-mounted solar energy system which has reached the end of its useful life or has been abandoned (i.e., when it fails to operate for more than one year without the written consent of the Planning Board) shall be removed. The owner or operator shall physically remove the installation within 150 days of abandonment or the proposed date of decommissioning. The owner or operator shall notify the Planning Board by certified mail of the proposed date of discontinued operations and plans for removal. The Abandonment & Decommissioning Plan shall include a detailed description of how all of the following will be addressed:
 - a. Physical removal of all structures; equipment, building, security barriers and transmission lines from the site, including any materials used to limit vegetation.
 - b. Disposal of all solid and hazardous waste in accordance with local, state, and federal waste disposal regulations.
 - c. Stabilization or re-vegetation of the site as necessary to minimize erosion. The Planning Board may allow landscaping or below-grade foundations left *in situ* in order to minimize erosion and disturbance of the site.
 - d. Description of financial surety for decommissioning - Proponents of ground-mounted solar energy systems shall provide a form of surety, either through escrow account, bond or other form of surety approved by the Planning Board to cover the cost of removal in the event the Town must remove the installation and remediate the landscape, in an amount and form determined to be reasonable by the Planning Board, but in no event to exceed more than 125 percent of the cost of removal and compliance with the additional requirements set forth herein, as determined by the project proponent and the Town. Such surety will not be required for municipal or state-owned facilities. The project proponent shall submit a fully inclusive estimate of the costs associated with removal, prepared by a qualified engineer. The amount shall include a mechanism for calculating increased removal costs due to inflation.
 - e. All legal documents required to enable the Town to exercise its rights and responsibilities under the plan to decommission the site, enter the property and physically remove the installation.
14. Proof of liability insurance
15. A Performance Bond – For large-scale solar energy systems, the applicant shall furnish, prior to the start of work, a performance bond for the total amount of the contracted cost of construction. Said performance bond shall be secured from and executed (not merely countersigned) by an agency of a surety company authorized to do business in the Commonwealth of Massachusetts. The performance bond, guaranteeing that the work done will comply with representations made by the applicant and descriptions in the documents submitted in support of the application for the Special Permit and with the terms and conditions of the Special Permit, shall be effective from the effective date of the Special Permit until one (1) year after the date of final acceptance of the work.
16. A storm water management plan prepared by a Massachusetts licensed Registered Professional Engineer
17. A Site Plan, with stamp and signature of the Massachusetts licensed Registered Professional Engineer that prepared the plan, including the following:
 - a. Everything required under Section 8C of this bylaw, Site Plan Approval
 - b. Existing Conditions Plan, showing property lines, map and lot from the Assessor's records, and physical features, including roads and topography, for the entire project site, signed and sealed by a Massachusetts licensed Registered Land Surveyor
 - c. Proposed changes to the landscape of the site, grading, vegetation clearing and planting, exterior lighting, screening vegetation, fencing or structures including their height, and placement of system components, including solar arrays and related structures and equipment

- d. An estimate of earthwork operations including the volume of cut and fill and the amount of soil material to be imported or exported from the site
- e. Locations of wetlands and Priority Habitat Areas defined by the Natural Heritage & Endangered Species Program (NHESP)
- f. Locations of floodplain area(s)
- g. Existing isolated trees 10" caliper or larger and shrubs
- h. Zoning district designation for the parcel(s) of land comprising the project site (submission of a copy of a zoning map with the parcel(s) identified is suitable for this purpose)
- i. Materials storage and delivery and equipment staging area(s)
- j. Location of screening vegetation or structures

E. Required Performance Standards

1. Visual Impact Mitigation – The site plan for a ground-mounted solar energy system shall be designed to maximize the preservation of on-site and abutting natural and developed features. In natural (undeveloped) areas, existing vegetation shall be retained to the greatest extent possible, especially where such vegetation provides a benefit to the natural environment. In developed areas, the design of the installation shall consider and incorporate human-designed landscape features that complement the physical features of the site and abutting properties. Whenever reasonable, structures, including appurtenant structures, should be screened from view by vegetation and/or joined or clustered to avoid adverse visual impacts and be architecturally compatible with each other. Screening vegetation shall be of varieties native to New England and a mix of deciduous and evergreen species. Vegetative screening shall reach a mature form to effectively screen the installation within five years of installation. The mature height of the vegetative screening shall be such that the installation's structures are not apparent to a person upon any public road and viewing the installation from a height of 10 feet. Planting of the vegetative screening shall be completed prior to final approval of the solar energy system by the Building Inspector.
2. Lighting – Lighting of ground-mounted solar energy systems shall be limited to that required for safety and operational purposes, and shall be reasonably shielded from abutting properties. Lighting shall be directed downward and shall incorporate full cut-off fixtures to reduce light pollution.
3. Signage – Signs on ground-mounted solar energy systems shall comply with all applicable regulations in Section 10 of this bylaw. A sign shall be required to identify the owner, operator and interconnected utility and provide a 24-hour emergency contact phone number. Ground-mounted solar energy systems shall not be used for displaying any advertising signage.
4. Utility Connections – Except where soil conditions, location and topography of the site or requirements of the utility provider prevent it, all utility connections from grid-intertie solar energy systems shall be placed underground. Electrical transformers for utility interconnections may be above ground if required by the utility provider. The need for locating utility connections above ground on utility poles must be supported by written evidence, such as signed engineering and geological reports or a signed statement on company letterhead from the utility that specifies the reason(s) such connections cannot be located underground.
5. Roads – Access roads to and within ground-mounted solar energy systems shall be constructed in accordance with the proponents' storm water management plan, to minimize grading, removal of stone walls or trees and minimize impacts to environmental or historic resources. Temporary roads will employ measures to mitigate storm water runoff and silting.
6. Vegetation Management – All land associated with the ground-mounted solar energy system shall be covered and grown in natural vegetation. The height of vegetation must be managed by regular mowing or grazing so as to minimize the amount and height of combustible material available in case of fire. Herbicides, pesticides, or chemical fertilizers shall not be used to manage vegetation. To the greatest extent possible, a diversity of plant species shall be used, with preference given to species that are native to New England. Use of plants identified by the most recent copy of the "Massachusetts Prohibited Plant List" maintained by the Massachusetts Department of Agricultural Resources is prohibited.
7. Hazardous Materials – If hazardous materials are utilized within the ground-mounted solar energy system then impervious containment areas capable of controlling any release to the environment and to prevent potential contamination of ground water are required. Hazardous materials stored, used, or generated on site shall not exceed the amount for a Very Small Quantity Generator of Hazardous Waste as defined by the DEP pursuant to Mass DEP regulations 310 CMR 30.000 and shall meet all requirements of the DEP including storage of hazardous materials in a building with an impervious floor that is not adjacent to any floor drains to prevent discharge to the outdoor environment.
8. Noise Generation – Noise generated by ground-mounted solar energy systems and associated equipment and machinery shall conform to applicable state and local noise regulations, including the DEP's Division of Air Quality noise regulations, 310 CMR 7.10. A source of sound will be considered in violation of said regulations if the source:
 - a. Increases the broadband sound level by more than 10db(A) above ambient, or
 - b. Produces a "pure tone" condition, when an octave band center frequency sound pressure level exceeds the two (2) adjacent center frequency sound pressure levels by three (3) decibels or more.

Said criteria are measured both at the property line and at the nearest inhabited residence. "Ambient" is defined as the background A-weighted sound level that is exceeded 90% of the time measured during equipment hours, unless established by other means with the consent of the DEP. The solar energy system's owner or operator shall be responsible for the cost, including the cost of acoustic testing, necessary to demonstrate and maintain conformity with the standards for noise generation described in this Section 12.E.8.

9. Impact on Agricultural Land – A ground-mounted solar energy system not for the primary purpose of agriculture that is located on a parcel of land in use or maintained for agriculture shall be designed, whenever possible, to be compatible with agricultural use of the remaining land in the parcel not occupied by the solar energy system. No more than 50 percent of the total land area of such a parcel may be occupied by the solar energy system.
10. Wildlife – Ground-mounted solar energy systems shall be sited so as not to obstruct wildlife corridors. Fencing around solar arrays shall provide a minimum 6" clearance between the fence bottom and the ground to allow passage of small wildlife.
11. Drainage – All ground surface areas beneath solar arrays and setback areas shall be pervious to maximize on-site infiltration of storm water. Impervious paving of areas beneath solar arrays is prohibited. Where paving is required, pervious materials shall be used to the greatest extent possible.

12. Land Clearing and Soil Erosion – Clearing of natural vegetation and topsoil shall be limited to what is necessary for the construction, operation and maintenance of the ground-mounted solar energy system. No topsoil removed during construction shall be exported from the site, but shall be stockpiled on site and protected against erosion for redistribution on site once earthwork operations are completed. Export of subsoil material shall be limited to 1000 cubic yards per acre occupied by the solar energy system and appurtenant structures. No ground-mounted solar energy systems shall be located on slopes greater than 15%, in order to minimize erosion.
13. Emergency Services – The ground-mounted solar energy system owner or operator shall provide a copy of the project summary, electrical schematic, and site plan to the Brookfield Fire Chief. Upon request the owner or operator shall cooperate with local emergency services in developing an emergency response plan. All means of shutting down the solar energy system shall be clearly marked. The owner or operator shall identify a responsible person for public inquiries throughout the life of the installation.

F. Waivers

The Planning Board may, upon the prior written request of the applicant, waive any of the requirements of this Section, but must state their reasons for doing so in writing as part of their decision.

Or take any other action relative thereto. *(Sponsored by the Planning Board)*

**The Board of Selectmen and the Advisory Committee support this article
This article requires a two-thirds majority vote for approval.**

The Town unanimously voted to approve Article 26 as written in the Town Warrant, except that the phrase “or take any action relative thereto” be omitted.

ARTICLE 27: To see if the Town will vote to amend the Brookfield Zoning Bylaw by deleting the current Section 8 “Special Regulations, Sub-Section G. “Registered Marijuana Dispensaries” and replacing it with a new Section 8.G “Medical/Adult Use Marijuana Facilities” as set forth below, and authorize the Town Clerk to assign appropriate section numbering; and further, to amend the Town’s Zoning Map to change the name of the current “Medical Marijuana Overlay District” shown on the map on file with the Town Clerk to the “Marijuana Overlay District” (MOD), and to amend the Zoning Bylaw, Section 4.D, Use Regulation Table to allow for all types of Marijuana Facilities to locate in the Marijuana Overlay District by special permit as set forth below:

D.	Use Regulation Table Activity or Use	RR	V	BA	BB	FP
6.	Commercial and Manufacturing Use					
k.	Registered Marijuana Dispensary Marijuana Facilities	Special Permit in MMOD				

Section 8 - Special Regulations

G. Medical/Adult Use Marijuana Facilities

1. Purpose.

- a. To provide for the limited establishment of Medical/Adult Use Marijuana Facilities (collectively, known hereafter as Marijuana Facilities) in appropriate places for such use and under conditions in accordance with G.L. c.94I, G.L. c.94G and all regulations which have or may be issued by the Cannabis Control Commission (“CCC”), including, but not limited to 935 CMR 500.000 and 935 CMR 501.000.
- b. To minimize the adverse impacts of Marijuana Facilities on adjacent properties, residential neighborhoods, schools and other places where children congregate, and other land uses potentially incompatible with Marijuana Facilities.
- c. To regulate the siting, design, placement, safety, monitoring, modification, and removal of Marijuana Facilities.
- d. To limit the overall number Marijuana Facilities in the Town of Brookfield to what is essential to serve the public convenience and necessity.

2. Applicability.

- a. The commercial cultivation, production, processing, assembly, packaging, retail or wholesale sale, trade, distribution or dispensing of Marijuana for Medical Use or Adult Use is prohibited unless licensed by all applicable Massachusetts licensing authorities and permitted as a Marijuana Facility under this Bylaw.
- b. No Marijuana Facility shall be established except in compliance with the provisions set forth herein.

- c. If any provision of this Section or the application thereof to any person, establishment, or circumstance shall be held invalid, such invalidity shall not affect the other provisions or application of this Section and to this end the provisions of this Section are severable.

3. Definitions.

Where not expressly defined in the Zoning Bylaws, terms used in this Bylaw shall be interpreted as defined in 935 CMR 500.002 and 935 CMR 501.002, as such regulations may from time to time be amended, and otherwise by their plain language.

**DESIGNATED CONTACT PERSON* – Any and all persons whose names appear on the Special Permit and Formal Site Plan Approval Applications as the applicant’s designee.

**LOCKED AREA* – An area equipped with locks or other security devices, which is accessible only to consumers 21 years of age or older, employees or owners of a Marijuana Facility or agents thereof, registered qualifying patients that are 18 years or older, and/or patient caregivers.

**MARIJUANA* – The same substance defined as “marihuana” or “marijuana” under Chapter 94C and 94G of the Massachusetts General Laws.

**MARIJUANA CULTIVATOR* – An entity licensed to cultivate, process and package marijuana, and to transfer marijuana to other Marijuana Facilities, but not to consumers.

**MARIJUANA FOR ADULT USE* – Marijuana that is regulated by 925 CMR 500.00 and cultivated, processed, manufactured, transported or sold for recreational purposes to individuals 21 years of age or older.

**MARIJUANA FACILITY* – A commercial marijuana cultivator, independent testing laboratory, product manufacturer, research facility, transporter, retailer, or any other type of licensed marijuana-related business, including a Marijuana Treatment Center.

**MARIJUANA FOR MEDICAL USE* – Marijuana that is regulated by 935 CMR 501.000 and designated and restricted for use by, and for the benefit of, Qualifying Patients in the treatment of Debilitating Medical Conditions.

**MARIJUANA PRODUCT* – Products that have been manufactured and contain marijuana or an extract from marijuana, including, but not limited to concentrated forms of marijuana and products composed of marijuana and other ingredients that are intended for use or consumption, including edible products, beverages, topical products, ointments, oils and tinctures.

**MARIJUANA PRODUCT MANUFACTURER* – An entity licensed to obtain, manufacture, process and package marijuana and marijuana products and to transfer these products to other Marijuana Facilities, but not to consumers.

**MARIJUANA RETAILER* – An entity licensed to purchase and transport marijuana and marijuana products from Marijuana Facilities and to sell or otherwise transfer marijuana and marijuana products to Marijuana Facilities and to consumers.

**MARIJUANA SOCIAL CONSUMPTION FACILITY* – a “Marijuana Social Consumption Establishment” that is licensed by the Cannabis Control Commission where single servings of marijuana may be sold for consumption on the premises.

**MARIJUANA SOCIAL CONSUMPTION OPERATOR* – A marijuana retailer licensed to purchase marijuana and marijuana products from marijuana establishments and to sell marijuana and marijuana products on its premises only to consumers or allow consumers to consume marijuana and marijuana products on its premises only.

**MARIJUANA TESTING FACILITY* – An Independent Testing Laboratory as defined in 935CMR 500.002, licensed to test marijuana and marijuana products, including certification for potency and the presence of contaminants.

**MARIJUANA TRANSPORTATION OR DISTRIBUTION FACILITY* – An entity with a fixed location not otherwise licensed by the Cannabis Control Commission, that is licensed to purchase, obtain and possess cannabis or marijuana products solely for the purpose of transporting and temporarily storing the same on the premises for sale and distribution to Marijuana Establishments, but not consumers.

**MEDICAL MARIJUANA TREATMENT CENTER* – An entity registered under 935 CMR 501.000, also known as a Registered Marijuana Dispensary (RMD), that acquires, cultivates, possesses, processes (including development of related products such as edible marijuana infused products, tinctures, aerosols, oils, or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to registered qualifying patients or their personal caregivers for medical use.

**NON-MEDICAL MARIJUANA* – Any marijuana that is NOT regulated by 105 CMR 725.00 and designated and restricted for use by, and for the benefit of, Qualifying Patients in the treatment of Debilitating Medical Conditions.

4. Administration

- a. The Planning Board shall be the Special Permit Granting Authority (SPGA) and shall also conduct Site Plan Review for an applicant for a Marijuana Facility.
- b. A special permit is required for all Marijuana Facilities.

5. Eligible Locations for Marijuana Facilities - Marijuana Facilities Overlay District

Marijuana Facilities shall be allowed within the Marijuana Overlay District (MOD), which was established by prior vote of Town Meeting and is identified on the Town of Brookfield Zoning Map on file with the Town Clerk.

Within the MOD, all requirements of the underlying zoning district remain in effect, except where these regulations provide an alternative to such requirements. Land within the MOD may be used for Adult Use and Medical Marijuana Facilities, in which case the requirements set forth in this section shall apply; or a use allowed in the underlying district, in which case the requirements of the underlying district shall apply. Where the provisions of the MOD do not provide for specific regulation, the requirements of the underlying district shall apply. If the provisions of the MOD conflict with the requirements of the underlying district, the requirements of the MOD shall control.

6. Application Requirements for all Marijuana Facilities.

- a. All Marijuana Facilities shall be subject to the application requirements set forth in Rules and Regulations for the Review and Approval of Site Plans and Site Development in Brookfield, Massachusetts for Formal Site Plan Review.
- b. In addition to the application requirements set forth in the Regulations for Site Plan Review, a special permit/site plan application for a Marijuana Facility shall also include the following:
 1. a statement from the Applicant, setting forth the following information:
 - (a) the name and address of each owner of the Facility;
 - (b) the source of all marijuana that will be sold or distributed at the Marijuana Facility, if applicable;
 - (c) the source of all marijuana that will be cultivated, processed, and/or packaged at the Marijuana Facility, if applicable, and;
 - (d) the estimated quantity of marijuana that will be cultivated, processed, packaged, sold and/or distributed at the Marijuana Facility on an annual basis.
 2. Applicants shall submit plans to the Brookfield Police Department and obtain a letter of approval for all proposed security measures for the Marijuana Facility, including fencing and other physical barriers, lighting and alarms, in order to ensure the safety of persons and to protect the premises from theft.
 3. If the Applicant is a non-profit organization, a copy of its Articles of Organization, a current Certificate of Legal Existence from the Secretary of the Commonwealth, documentation from the Cannabis Control Commission (CCC), and the most recent annual report; if the Applicant is a for-profit corporate entity, a copy of its Articles of Incorporation or equivalent documents, a current Certificate of Legal Existence from the Secretary of the Commonwealth, documentation from the Cannabis Control Commission (CCC), and the most recent annual report;
 4. Copies of all licenses issued by the CCC, and any materials submitted by the Applicant for purposes of seeking state licensing;
 5. A detailed floor plan of the premises of the proposed Marijuana Facility that identifies the square footage available and describes the functional areas of the facility, along with a deed, lease, purchase and sale agreement or other legally-binding document for the site of the proposed Marijuana Facility;
 6. The resume(s) of the Applicant, including company history, references, and relevant experience, where applicable;
 7. A completed application for a Town of Brookfield Business Certificate, which may be obtained from the Town Clerk.

7. Additional Requirements

- a. Use Requirements
 1. No marijuana shall be smoked, eaten, or otherwise consumed or ingested on the premises of any Marijuana Facility. This prohibition shall also include private social clubs or any other establishment allowing social consumption of marijuana or marijuana products on the premises, regardless of whether the product is sold to consumers on site.
 2. Marijuana Facilities shall provide the Special Permit Granting Authority and all abutters located within 500 feet of the Marijuana Facility site with the name, phone number and email address of an on-site community relations staff person to whom one can provide notice if there are operating problems associated with the establishment.
 3. The hours of operation of Retail Marijuana Facilities shall be set by the Special Permit Granting Authority.
 4. Retail Marijuana Facilities approved for operation shall employ a "by appointment only" system for all retail sales to recreational marijuana customers. Registered medical marijuana patients may access retail Marijuana Facilities without an appointment.
- b. Limitation on number of Marijuana Facilities and Related Special Permits.

No more than two (2) Adult Use Marijuana Retailer establishments and no more than one (1) Medical Marijuana Treatment Center retail dispensary shall be permitted in the Town of Brookfield. An Applicant may be granted a special permit that allows for combined operation of one (1) Adult Use Marijuana Retailer establishment in conjunction with one (1) Medical Marijuana Treatment Center retail dispensary, but no single Applicant shall be granted more than one (1) special permit for operating a Marijuana Facility.

c. Location and Physical Requirements

1. All aspects of a Marijuana Facility relative to the acquisition, cultivation, possession, processing, sales, distribution, dispensing, or administration of marijuana, products containing marijuana, related supplies, or educational/promotional materials must take place at a fixed location within a fully enclosed building and shall not be visible from the exterior of the business.
2. No outside storage of marijuana, related supplies, or educational/promotional materials is permitted.
3. No adult use or medical retail Marijuana Facility shall have a gross floor area accessible to patients or customers that is in excess of 2,500 square feet. Space dedicated to administration or operations and is accessible only to employees of the Retail Marijuana Facility shall not be included in this limitation.

8. *Restrictions*

- a. All Marijuana Facilities shall provide adequate ventilation such that the application of pesticides shall be performed in compliance with M.G.L. c. 132B and the regulations promulgated at 333 CMR 2.00 through 333 CMR 14.00.
- b. No use shall be allowed at a Marijuana Facility which creates a nuisance to abutters or to the surrounding area, or which creates any hazard, including but not limited to, fire, explosion, fumes, gas, smoke, odors, obnoxious dust, vapors, offensive sound or vibration, flashes, glare, objectionable effluent or electrical interference, that may impair the normal use and peaceful enjoyment of any property, structure or dwelling in the area. Cultivation and product manufacturing facilities shall install odor control technology and regularly maintain such equipment in working order such that no odors from the marijuana facility shall be detected from abutting land.

9. *Special Permit Conditions*

The Planning Board shall impose conditions reasonably appropriate to improve site design, traffic flow, and public safety, protect water quality, air quality, and significant environmental resources, preserve the character of the surrounding area and otherwise serve the purpose of this section. In addition to any specific conditions applicable to the applicant's project, the Planning Board shall include the following conditions in any special permit granted under this Bylaw:

- a. Hours of Operation, including dispatch of home deliveries.
- b. The permit holder shall file with the Zoning Enforcement Officer and Planning Board, within 24 hours of creation, a copy of any Incident Report as required under 105 CMR 725.110 (F) and/or 935 CMR 500.110. Such reports may be redacted as necessary to comply with any applicable state or federal laws and regulations.
- c. The permit holder shall file with the Zoning Enforcement Officer and Planning Board, within 48 hours of receipt, a copy of any summary cease and desist order, cease and desist order, quarantine order, summary suspension order, order limiting sales, notice of a hearing, or final action issued by the CCC or the Division of Administrative Law Appeals, as applicable, regarding the Marijuana Facility.
- d. The permit holder shall provide the Police Department, Fire Department, Building Inspector, Board of Health, and Special Permit Granting Authority with the names, phone numbers, mailing and email addresses of all management staff and key-holders, including a minimum of two (2) operators or managers of the facilities identified as designated contact persons to whom notice should be made if there are operating problems associated with any use under this section. All such contact information shall be updated as needed to keep it current and accurate.
- e. The designated contact persons for the permit holder shall notify the Police Department, Fire Department, Building Inspector, Board of Health and Special Permit Granting Authority in writing a minimum of thirty (30) days prior to any change in ownership or management of a facility regulated under this section.
- f. All permit holders for Marijuana Facilities shall file an annual report with the Special Permit Granting Authority, and the owner or operations manager for the Marijuana Facility shall appear before said Authority to present the annual report no later than February 9th of each year, providing a copy of all current applicable state licenses to demonstrate continued compliance with the conditions of the Special Permit.
- g. If contacted by a municipal official concerning the operation of a Marijuana Facility, a designated contact person for the permit holder shall respond by phone or email to any such inquiry within 24 hours.

- h. The special permit shall lapse within five years of its issuance. If the permit holder wishes to renew the special permit, an application to renew the special permit must be submitted at least 120 days prior to the expiration of the special permit.
- i. The special permit shall be limited to the current applicant and shall lapse if the permit holder ceases operating the Marijuana Facility.
- j. The special permit shall lapse upon the expiration or termination of the applicant's registration by the CCC.
- k. The permit holder shall notify the Zoning Enforcement Officer and Planning Board in writing within 48 hours of the cessation of operation of the Marijuana Facility by the permit holder or the expiration or termination of the permit holder's registration with the CCC.

10. *Buffer*

- a. No Marijuana Facility shall be located within 500 feet of any of the following pre-existing uses:
 - 1. any public or private school providing education in kindergarten or grades 1 through 12;
 - 2. any drug or alcohol rehabilitation facility;
 - 3. half-way house, or similar facility;
 - 4. any library, playground or athletic fields, recreational facilities, youth center, or similar facility in which children commonly congregate for regularly scheduled activities or instruction, or;
 - 5. any church or designated place of worship.
- b. The distance specified above shall be measured by a straight line from the point of the front door for which the proposed Marijuana facility is to be located to the property line of the use in question.
- c. No Marijuana Facility shall be located inside a building containing residential units, including transient housing such as motels and dormitories, or inside a movable or mobile structure such as a van, truck or trailer.
- d. Signage for Marijuana Facilities will be subject to the Town of Brookfield Zoning Bylaw and the provisions for marketing set forth in 935 CMR 500.105 (4).

11. *Transfer/Discontinuance of Use*

- a. A Special Permit granted under this Section is non-transferable. Any change in the majority of controlling persons, as defined in 935 CMR 500.02, shall constitute a transfer and require a new special permit.
- b. Any permit holder under this section shall be required to remove all material, plants, equipment and other paraphernalia upon registration or licensure revocation, expiration, termination, relocation to a new site, or any other cessation of operation as regulated by the CCC in compliance with applicable state regulations.

12. *Outside Consultants and Review Fees.*

- a. A special permit review escrow deposit shall accompany the Application for special permit. The escrow for review fees is intended to cover the Planning Board's potential cost of hiring consultants to review the Applicant's compliance with the special permit requirements under this Bylaw to include provisions set forth in Article V., Section 4 of the Brookfield Planning Board Rules and Regulations and may include legal counsel fees. The escrow deposit amount shall be set by the Planning Board on a case-by-case basis, when such consultants or counsel are deemed necessary. Any unexpended monies in the escrow account will be returned to the applicant only after all obligations are satisfied. Failure to fulfill escrow requirements may render an Application incomplete and be considered sufficient grounds for its denial.
- b. The Applicant may appeal the selection of a consultant(s) whose fees are to be paid from the escrow deposit to the Board of Selectmen. The grounds for such an appeal shall be limited to claims that the consultant selected has a conflict of interest or does not possess the minimum required qualifications. The minimum qualifications shall consist of either an educational degree in or related to the field at issue or three or more years of practice in the field at issue or a related field. Pursuant to M.G.L. c. 44, § 53G, the required time limits for action upon the Application by the Special Permit Granting Authority shall be extended by the duration of the appeal. If no decision is made by the Board of Selectmen within one month following the filing of the appeal, the Special Permit Granting Authority's selection shall stand.
- c. The escrow deposit shall be deposited in a special account established by the Town Treasurer pursuant to M.G.L. c. 44, § 53G. Funds from the special account shall be administered in accordance with M.G.L. c. 44, § 53G, and may be expended only for the purposes described above.

13. *Findings.*

- a. The Planning Board shall not issue a special permit for a Marijuana Facility unless it finds that:
 - 1. the Facility is designed to minimize any adverse impacts on abutters and other parties in interest, as defined in G.L. c. 40A, §11;
 - 2. the Facility has received a provisional certificate of registration or provisional license from the CCC and is in compliance with all applicable state laws and regulations;
 - 3. the applicant has provided a copy of a signed Host Agreement with the Town of Brookfield, in accordance with M.G.L. Chapter 94G;
 - 4. the applicant has provided a plan for adequate security measures to protect the health and safety of the public, and that the storage and/or location of cultivation of marijuana is adequately secured in an enclosed, locked area;

5. the applicant has adequately addressed issues of vehicular and pedestrian traffic, circulation, parking and queuing, especially during peak periods at the facility.

14. *Waiver.*

The Planning Board may, in its discretion, may waive or modify any of the requirements set forth in this section, if the Board determines that such a waiver does not derogate from the purpose of this bylaw, and is in the public interest.

15. *Violations.*

Any violation of this Section shall be grounds for revocation of a special permit issued under this Section.

Or take any other action relative thereto. *(Sponsored by the Planning Board)*

*The Board of Selectmen and the Advisory Committee support this article
This article requires a two-thirds majority vote for approval.*

The Town voted by a standing 73 in favor and 4 opposed moderator declared 2/3rds majority to approve Article 27 as written in the Town Warrant, except that the following typographical errors be corrected: Under Section G.3, Definitions, in the definition of “Marijuana for Adult Use”, the reference to “925 CMR 500.00” be changed to “935 CMR 500.00”; in the definition of “Non-Medical Marijuana”, the regulatory citation to “105 CMR 725.00 be changed to “935 CMR 501.00,” and in Section G.9 (b), “Special Permit Conditions”, the citation to 105 CMR 725.110 (F) be deleted and the phrase following that deletion, “and/or 935CMR.500.110” be changed to 935 CMR 501.110 (6),” and that the phrase “or take any other action relative thereto, be omitted.

ARTICLE 28: To see if the Town will vote to raise and appropriate, transfer or borrow a sum of money as debt service for the Police Station, or take any action relative thereto. *(Sponsored by CIPC)*

For FY20 Brookfield will receive \$51,737 as their share of refund from Tantasqua. This will help the debt get paid down quicker and the tax rate will be stabilized.

The Board of Selectmen and the Advisory Committee support this article

The Town voted to transfer the sum of \$71,600.00 refund anticipation from Tantasqua to the Debt Service Account for the purposes of paying debt service for the Police Station.

ARTICLE 29: To see if the Town will vote to establish a “Police Cruiser replacement Account” for the purpose of allocating funds each year toward the replacement off the police vehicles and to expend such funds on the recommendation of the Police Chief and with the approval of the Board of Selectmen, or take any action relative thereto. *(Sponsored by the CIPC)*

In anticipation of funding the future purchase of new police vehicles the CIPC has recommended that an account be set up to place money into an account, to be determined by the Selectman and Police Chief through the annual budget process, every year until the funds are ready to be expended for a purchase.

The Board of Selectmen and the Advisory Committee support this article

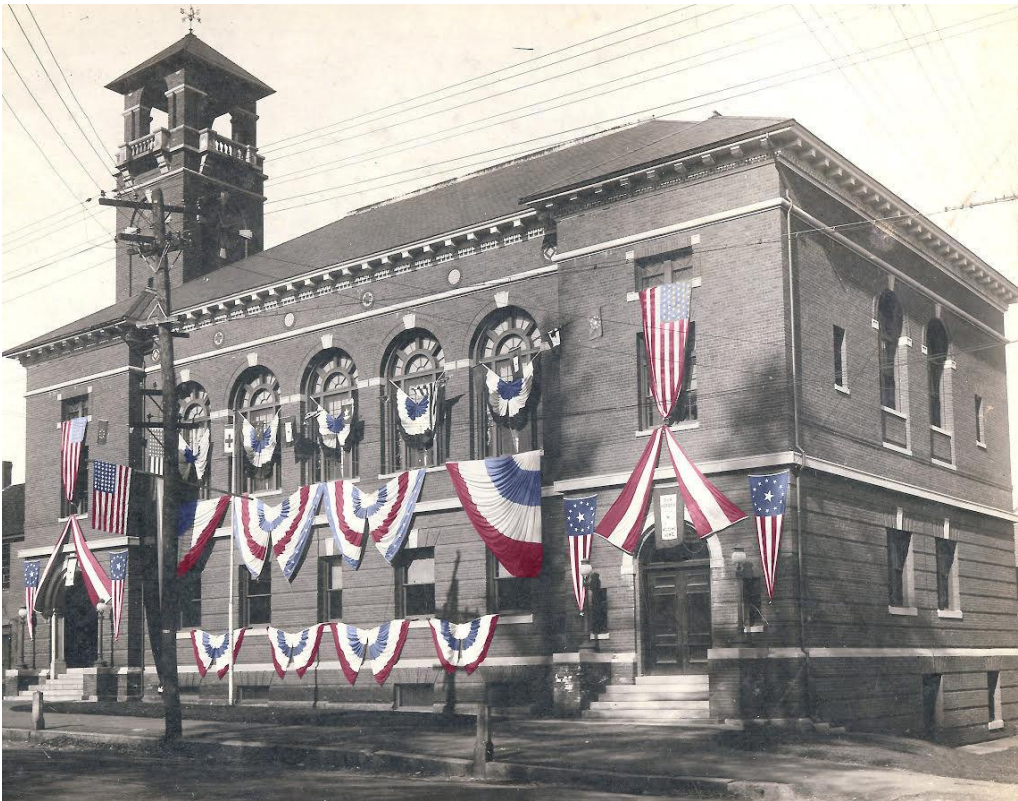
The Town voted by a moderator declared voice majority to establish a “Police Cruiser replacement Account” for the purpose of allocating funds each year toward the replacement of the police vehicles and to expend such funds on the recommendation of the Police Chief and with approval of the Board of Selectmen

ARTICLE 30: To see if the Town will vote to: (a) authorize the Board of Selectmen to acquire, by purchase, gift and/or eminent domain, the fee to and/or permanent and/or temporary easements, for public way purposes, including without limitation, for the construction, alteration, installation, maintenance, improvement, repair, replacement and/or relocation of rights of way, sidewalks, bridges, drainage, utilities, driveways, guardrails, slopes, grading, rounding, construction, landscaping, wetlands replication, and other appurtenances and/or facilities, to enable the Town to undertake the South Pond Road Bridge Project and for any and all purposes incidental or related thereto, in, on and under certain parcels of land located on or near South Pond Road and approximately shown on plans entitled “Massachusetts Department of Transportation Highway Division Plan and Profile of South Pond Road Bridge No. B-26-006 = E-02-001 (79X) in the Towns of Brookfield-East Brookfield Worcester County,” prepared by Greenman Pedersen, Inc., on file with the Town Clerk, as said plans may be amended and/or incorporated into an easement plan, and land within 200 feet of said parcels, (b) transfer the care, custody, and control of a portion or portions of Town-owned property or properties shown on the aforesaid plans from the board or officer having custody of the same for the purposes for which such properties are currently held to the Board of Selectmen for public way and related purposes and further to dedicate said portion or portions of the Town-owned properties to the aforesaid purposes; (c) authorize the Board of Selectmen to submit a petition to the General Court for a special act authorizing the conveyance to the Town of land and/or interests therein for the foregoing purposes in parcels of land shown on the plans and owned by the Commonwealth of Massachusetts and/or other public instrumentalities or agencies, (d) raise and appropriate, transfer from available funds, and/or borrow a sum of money to fund the foregoing and any and all costs incidental or related thereto, including, without limitation, the cost of any land/easement acquisitions, appraisals, and surveys; and further, authorize the Board of Selectmen to enter into all agreements and take any and all actions as may be necessary or appropriate to effectuate the foregoing purposes, or take land/easement acquisitions, appraisals, and surveys; and, further, (e) authorize the Board of Selectmen to enter into all agreements and take any and all actions as may be necessary or appropriate to effectuate the foregoing purposes, or take any action relative thereto. *(Sponsored by the Board of Selectmen)*

Annual Town Election Results Report	
Monday May 6, 2019	
Brookfield Town Hall	
6 Central Street	
Brookfield MA 01506	
Total Ballots Cast for the Election = 190 out of 2,342 Voters	
Moderator-1Year	
Blanks	23
Donald R. Taft	163
Write-Ins	4
Board of Selectmen-3 Years	
Blanks	42
Linda M. Lincoln	140
Write-Ins	8
Shade Tree Trustee	
Blanks	179
Write-Ins	11-All single votes no winner
Board of Assessors- 3 Years	
Blanks	34
Leonard S. Farr	156
Write-Ins	0
Planning Board-5 Years	
Blanks	178
Write-Ins	12-All Single Votes no winner
Elementary School Committee-3 Years	
Blanks	26
Andrew H. Dunn	163
Write-Ins	1
Cemetery Commissioner-3 Years	
Blanks	23
Patrick J. O'Day	166
Write-Ins	1
Water Commissioner-3 Years	
Blanks	10
Marlene Fairbrother	86
Robert R. Barnes	93
Write-Ins	1
Water Commissioner-2 Years	
Blanks	27
Alan K. Jones	161
Write-Ins	2
Board of Health- 3 Years	
Blanks	30
Michael P. Seery	158
Write-Ins	2
Public Library Trustee-3 Years-Vote for Two	
Blanks	92
Sally M. Brown	151
Barbara L. Steadman	84
Traci Hill-Write In Candidate	45
Write-Ins Total	53
Town Clerk	
Blanks	27
Michael P. Seery	161
Write-Ins	2

Regional School Committee	
Blanks	27
Megan J. Cunningham	163
Write-Ins	0
Constable- 3 Years-Vote for Two	
Blanks	100
Mark C. Grubbs	132
Richard A. Lapierre	148
Write- Ins	0

Certified this 7th Day of May 2019: _____
Michael P. Seery-Town Clerk



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“People are trapped in history, and history is trapped in them.” – James Baldwin

