

Sturbridge Finance Committee
Meeting Minutes
March 13, 2012
Town Hall
7:00 pm

Meeting was called to order at 7:06 pm with the following members present: Kevin Smith (KS), Joni Light (JL), Patti Affenito (PA), Mary Redetzke (MR), Mike Serio (MS), Rich Volpe (RV), Prescott (Scott) Arndt (SA) and Arnold Wilson (AW). Members absent: Larry Morrison (LM).

Line Item Budget:

Veteran's Agent budget (pg. 12) will increase this year due to new benefits and beneficiaries, and the fact that there is a new Agent. This is on hold until PA can speak with the Agent.

Board of Assessors budget (pg. 2) has some increases and some decreases. The increases come from a salary bump of 2% for the Principal Assessor, a personnel request (data collector/Asst. Assessor at \$17,316), and software upgrades. The decreases come from more in-house inspections of parcels and combination of software packages for increased efficiency. PA would like to see the figure for a 1% increase in the salaries. Discussion follows about the best way to complete the required inspections each year and get the current data entered in the Town database; estimates range from \$25/parcel to \$45/parcel. MR asks if it is possible to use a remote data collection tool and even remote downloads of that information. If additional licenses are needed, beyond the current 10, for access to the Town data, the cost is \$1100. PA makes a motion to approve Board Salaries (line 19, pg. 2), it is seconded by AW. Vote is 8-0-0. PA makes a motion to approve Department Head Salary (line 20, pg. 2), it is seconded by AW. Vote 8-0-0. Discussion follows about the recommended increase for the Clerk in the Assessor's Office. The position is a Grade 3, Step 7??, while other equal positions are Grade 4. If the increase recommended by the TA is approved, the increase would not only be roughly equal to a two-step (7%) raise, it raises the salary to Grade 4, Step 1. KS looks at the Grades of several other positions and finds there are some other Grade 3s in the pay scale. Several members would like to see a job description before this matter is settled. PA makes motion to approve Purchase of Services (line 22, pg. 2). It is seconded by AW. Vote 8-0-0. PA makes motion to approve Supplies (line 23, pg. 2), it is seconded by AW. Vote is 8-0-0. PA makes a motion to approve Other Charges (line 24, pg. 2), it is seconded by AW. Vote is 8-0-0.

Department Of Public Works:

PA says the Salaries line reflects the retirement of a FTE, and a lower cost replacement FTE. The new FTE would float but would primarily be at the Landfill. Since the leachate contract was so low (this expires 6/20/13), it would allow the hiring of this FTE. This position has a job description and exists now. PA asked Greg Morse (GM, DPW Dept. Director), about using a part-time person, the response was that a part-time person would not have the qualifications necessary for the job. The question is asked: what if the Recycling Center/Landfill was to be closed. PA did not ask. RV asks if this position is truly necessary, PA responds that there is a

person doing these duties now. PA will ask GM to attend a meeting to answer these questions. PA did not go through the road maintenance, private road maintenance, or road construction section of the budget yet. AW asks for this to be held until ATM, to see where money may still be available from Prop. 2 ½. PA makes a motion to approve Repairs and Maintenance (line 104, pg. 10), it is seconded by AW. Vote is 8-0-0. PA makes a motion to approve Private Road Maintenance (line 105, pg. 10), it is seconded by AW. Vote is 8-0-0. PA makes a motion to approve Road Construction (line 106, pg. 10), it is seconded by AW. Vote is 8-0-0. JL asks to whom the snow and ice funds get paid; answer is to DPW personnel when work is necessary on holidays or weekends. PA makes a motion to approve Overtime (line 107, pg. 10), it is seconded by AW. Vote is 8-0-0. PA makes a motion to approve Purchase of Services (line 108, pg. 10), it is seconded by AW. Vote is 8-0-0. PA makes a motion to approve Supplies (line 110, pg. 10), it is seconded by AW. Vote is 8-0-0.

Nursery School:

Discussion about the lack of a new Memorandum of Understanding between the Town and the Nursery School. KS will request that the BOS work on a new MOU soon. PA says that \$3,200 that is currently in next year's budget will need to be spent this year. The repairs to the bathroom cannot wait any longer. So the budget for FY 13 is \$1,000. PA makes a motion to approve Purchase of Services (line 66, pg. 6) for \$1,000. It is seconded by AW. Vote is 6-2-0.

The budgets for the Tree Warden and Veteran's Agent are on hold until PA can meet with them.

KS-warrant articles will be ready next week.

Discussion returns to the Nursery School and the outstanding insurance claim from the June tornado. There appears to have been damage to the interior of the building, due to water. PA says the insurance agents did not enter the premises when they inspected the exterior of the building. KS again makes the point that situations like this speak to the real need for a Facilities Manager.

A Citizen's Petition article will appear on the ATM Warrant regarding purchase of the property immediately north of the Town Hall, between the Town Hall and the Post Office. A certification of signatures is presented to the Fin Com by Tom Creamer, Chair of the BOS. The Town Administrator is seeking advice from Town Counsel as to whether voters can direct the Town to purchase property. KS/RV both believe that there are several issues with regards to this property such as possible mold and that the property is on the National Registry of Historic Buildings.

KS moves to the Free Cash Impact Statement. Barbara Barry, Finance Director, has forwarded information regarding water/sewer rate relief amounts. The amount would be approximately \$45 per household.

Capital Planning Committee will meet on Wednesday. There are some 30 requests for funding, not the least of which is a \$170,000 dump truck. Some of these requests also appear in the

Betterment budget. KS has a question about the amount by which the Town Administrator is expecting to supplement the Capital Planning Article: \$175,000 or \$360,000.

KS asks JL about her conversation with the Town Clerk. JL relates that the Clerk is requesting the remainder of a promised 16% pay increase. According to previous year's data, the Clerk received an 8.3% increase in 2006. The Clerk maintains that the remainder is due. Anecdotal information is shared about the history of salary requests. KS confirms that the Town Clerk can request a \$1,000 yearly merit/certification bonus.

Old Business:

KS wants input regarding the Government Services Study Committee (GSSC). He agrees that five people are better than just three; thinks that perhaps this committee could research the Recycling Center/Landfill and would like to discuss this further after the budget season is concluded. KS goes on to say that he not sure that this committee has been presented to the full BOS yet. MS wonders if this is a way to put off hard decisions. KS is willing to participate but wants more detail about it, as do many members of the Fin Com.

Motion to adjourn at 9:59 pm.

BUDGET QUESTIONS FOR LIAISONS

Town Administrator → Is the budgeted Merit Incentive 2%? What is under 'Staff Development'?

Accountant → There was a school audit funded in FY12, what was the result?

Town Clerk → Can travel be broken down?

Elections → How many are budgeted? Why are printing and supplies not proportional to # of elections? Why is catering up "disproportionately"? Are the salaried personnel on contract or part-time? Do these positions have to be advertised?

ConCom → Is there liability insurance on the trails/open space that we own? What was the training that was requested but not funded? Reminder- why was tuition higher in FY12?

Town Hall → Copier Maintenance and Copier Supplies went from \$2000 and \$3100, respectively in the Accountants Dept, to \$2500 and \$3100, respectively, in this Dept. Was there a transfer of costs from any other department as well to this one?

Town Hall/Center School → HVAC and Oil Burner at \$3000/\$1500 per building and \$2000 for Oil Burner in Senior Center and Heating System at Library is \$1600- based on sqft or age?

Senior Center → Elevator Maintenance is \$2380- library is \$2780 and Town Hall \$2000, Center School \$2000- relates to age? Is this a public building that everyone has access to during hours? Why are grounds/flowers in Betterment? There is a request for a Defibrillator (new or replacement)- who is trained to use this and are there ongoing costs (training, recertification)?

Library → Is there a 5 yr plan for building maintenance?

Safety Complex → The T.A budgeted more for Trash Removal than requested. What happened to the maintenance plan proposal for the HVAC system? Status of the new carpet and furniture? Status of other building issues (incl ADA)? The new telephone system requested in Betterment- will this still be automated? DPW alarm has to be outsourced because it needs a person to answer the call- are there any other alarm systems currently doing this or do they go directly to the Safety Complex?

Police Department → Blackboard Connect- if used by Fire Dept, shouldn't this be in the Safety Complex budget? Is there a number for how many incidents are handled in Sturbridge proper by the State Police?

Inspectors → why are salaries up 10%? Are these still supplemented by a portion of the fees?

Board of Health → Is Ron Woolhouse retiring in FY13- affect on salaries? What is the expectation of the Best Practices Consultation – more staff, better operating procedures? Revolving fund details?

Library → Salaries are up 2.3%?

Recreation → Last year there were additional hours funded for the Recreation Coordinator based upon the expectation that Ballfields would be funded and would require much more time to manage. Are these additional hours still in the budget? If the expected summer concerts are with the same groups- do we need new signs? Do the summer rec personnel have to fund their own CPR training? Revolving fund details?

TRSD → Is there a 5 yr projection of Sturbridge population at the JH/ SH? How will this affect our share \$?

Building → Is there a breakdown of Commercial/Residential permits? Which are storm related/repairs v additions? If he is now the 'ADA Coordinator' what does this mean?

Betterment →

Commercial Tourist Plan

- ❑ 'Broken into segments'? what are these and are these prioritized?
- ❑ Will this be like the SHHP study- it had design and research flaws
- ❑ Part of this cost is for Public Outreach- wasn't this done for both the Master Plan and the CT Study already?
- ❑ Timeframe for the Study?

Fire Dept

- ❑ Phone System- has this ever come before Capital or Betterment before –says its very outdated and needed-? Are any grants available? What are the annual costs associated with this?
DPW alarms cannot access the current system because it is automated- they need a person to answer- is this still automated? Are there any other current Town Building alarms that have this problem?
- ❑ Compressor- Required or Recommended by Insurance Company? Ever requested to Capital or Betterment before?
- ❑ FOB- Why is there such security in-house? The outside doors and lobby are all secure. There is no such lock currently from the Lobby?
- ❑ Special Events- There have always been "volunteers" per the Chief. What are not voluntary any longer?
- ❑ LUCAS- is this used now? What other towns use this? What does this free the EMT up for- will there no longer be that EMT on the scene? Are there future costs- training, maintenance contract, unit certification? Have back injuries been an issue related to CPR- how many?

Police Dept

- ❑ Special Events- Some of these may not be 'tourist' related: Shaws, Walmart
- ❑ LIDAR- is this a replacement or a new unit? If a replacement, how old is the current one?

- ❑ Bar Code- Is this a replacement or a new system? If a replacement, how old is the current one? Ongoing costs- training, maintenance, software upgrades..? This is for a bar code system- does it include the reader and installation?

Library

- ❑ Why is it this much each year? Is this with a local contractor? Most of the plants are perennials, what does this include? Shouldn't ongoing costs be moved to the Dept budget? The Senior Center request is only \$500.

Bloom Committee

- ❑ Are these perennials? The requests mentions new sites, what are they?
- ❑ Barrels are requested at \$3000 for 42 units= \$72 per barrel!

Recreation

- ❑ Tree Lights- Isn't there insurance for the lights, what is the deductible?
- ❑ Sign Sleeves- are these able to be used by other groups?
- ❑ SkatePark- What is the Town liability on this area? Has the area been inspected for safety? Is there any tracking on number of users?
- ❑ Tennis Courts- when was it last resurfaced? Is there Town liability on these courts? The resurfacing quote specifies that there is no warranty of work and that cracks may return at any time. Why would we do it then?
- ❑ Cedar Lake Parking- Is this for design only? What is the expected installation cost? What do they expect to gain for spaces? Is this still just along the road?
- ❑ Lake Treatment- This quote specifies that treatment is through Summer 2013- so its for 2 seasons? Was the last expenditure 2 years ago? What is the current condition/rating of the lake?
- ❑ Concerts- Are vendors still allowed on the site during the events?



Town of Sturbridge

Lorraine Murawski, CMMC/MMC
Town Clerk, Notary Public, Justice of the Peace,
Commissioner to Qualify

March 9, 2012

This serves as a receipt of a Citizen's Petition for an article to purchase property and buildings at 310 Main St. This petition was presented by William Smith containing 19 raw signatures.

Lorraine Murawski
Lorraine Murawski, MMC/CMMC
Town Clerk

March 9, 2012

This is to certify that the 19 signatures appearing on the above petition are of registered Sturbridge voters.

Lorraine Murawski
Lorraine Murawski, MMC/CMMC
Town Clerk

308 Main Street
Sturbridge, MA 01566

Email: lmurawski@town.sturbridge.ma.us

Telephone (508) 347-2510

Fax (508) 347-5886

"The Town of Sturbridge is an Equal Opportunity Organization"

PETITION FOR ARTICLE FOR ANNUAL TOWN MEETING

Date and Time received by Board of Registrars

RECEIVED

2012 MAR -9 A 8:59

To see if the Town will vote to transfer from Free Cash the sum of THREE HUNDRED FIFTY FIVE THOUSAND (\$315,000.00) to purchase property and buildings located at 310 Main Street in Sturbridge, or take any action in relation thereto.

OFFICE OF TOWN CLERK
STURBRIDGE, MA

INSTRUCTIONS TO SIGNERS

For your signatures to be valid you must be a registered voter in the town named above and your signature should be written as substantially registered. If you are prevented by physical disability from writing, you may authorize some person to write your name and residence in your presence.

SIGNER'S STATEMENT

We, the undersigned, are qualified voters of the Town of Sturbridge, and in accordance with the provisions of the law request a special town meeting for the purpose stated above.

| Check | Signature (to be made in person with name substantially as registered) | Printed Name | Street Address | Town |
|-------|--|-------------------|--------------------------|------------|
| 1 | <i>William L. Smith</i> | WILLIAM L. SMITH | 6 - A MAIN ST. | STURBRIDGE |
| 2 | <i>Judith A. Cornoni</i> | Judith A. Cornoni | 30 Sturbridge Hills Road | Sturbridge |
| 3 | <i>Deborah J. Morse</i> | Deborah J. Morse | 472 Main St | Fiskeville |
| 4 | <i>Leslie Wong</i> | Leslie Wong | 30 Westwood Drive | Sturbridge |
| 5 | <i>Diane Trapasso</i> | DIANE TRAPASSO | 15 PRESERVIE WAY | STURBRIDGE |
| 6 | <i>Gregory H. Morse</i> | GREGORY H. MORSE | 472 MAIN ST | STURBRIDGE |
| 7 | <i>Brian J. White</i> | BRIAN J. WHITE | 320 MAIN ST. | STURBRIDGE |
| 8 | <i>Mark Farrell</i> | Mark Farrell | 19 Farrell St. | STURBRIDGE |
| 9 | <i>Scott Grieri</i> | SCOTT GRIERI | 28 WALLACE RD | STURBRIDGE |
| 10 | <i>Harold J. White</i> | HAROLD J. WHITE | 210 STEPHEN RD | STURBRIDGE |
| 11 | <i>Mary Twinty</i> | Mary Twinty | 210 Shepard Rd | Sturbridge |
| 12 | <i>Arnold Wilson</i> | Arnold Wilson | 21 Cedar St. | Fiskeville |
| 13 | <i>Robert A. Brien</i> | Robert A. Brien | 207 New Ash St | Sturbridge |
| 14 | <i>Dean M. Stuckney</i> | Dean M. Stuckney | 528 Main St | Fiskeville |
| 15 | <i>Wm. G. Giamel</i> | Wm. G. Giamel | 70 Cricket Drive | Sturbridge |
| 16 | <i>Charles T. Giamel</i> | CHARLES T. GIAMEL | 26 FARQUHAR RD | STURBRIDGE |
| 17 | <i>Robert J. Brien</i> | Robert J. Brien | 80 Main St | Fiskeville |
| 18 | <i>Mark Farrell</i> | Mark Farrell | 2 Leslie Lane | Sturbridge |

Attention Voters: Before signing read signer information on the other side.

Attention Registrars: Before certifying signatures, see instructions to registrar below

| | Check | Signature (to be made in person with name substantially as registered) | Printed Name | Street Address | Town |
|----|-------|--|-----------------|----------------|------------|
| 21 | ✓ | F. Blaise Duzak | F. Blaise Duzak | old Farm Rd | Sturbridge |
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WARNING – Criminal penalty for unlawfully signing, altering, defacing, mutilating or destroying this petition: fine of up to \$1,000 or imprisonment for one year.

INSTRUCTIONS TO REGISTRARS

- You must time stamp or write date and time these papers are received
 - Check ✓ against the names of each qualified voter to be certified. For names not certified use code on right.
 - Draw a line through any blank spaces not containing a signature
 - Each check must be certified by three registrars
 - For names not certified use the code on the right
- N – No such registered voter at this address
 S – Unable to identify signature or address as that of a voter because of form of signature or address
 T – Already signed the petition

| | | |
|---|--|---|
| CERTIFICATION OF NAMES STURBRIDGE Fri, Mar 9, 2012 City or Town Month and Day We certify that (19) nineteen Number of names | | At least three registrars must be signed or stamped below. Lorraine Murawski Dawn M. Chellase Timothy R. Bardsley Registrar of Voters or Election Commissioner of Sturbridge |
| Above signatures checked thus ✓ are the names of qualified voters from the town of Sturbridge | | |