

TOWN OF STURBRIDGE
Government Services Study Committee (GSSC)
Minutes of December 14, 2012

Meeting was called to order at 2:30 PM. A. Smith was absent.

Motion was made to accept the amended minutes of November 2, 2012 by Mr. Levine, seconded by Mr. Arndt. Vote was 4 – 0

EVALUATION OF MENDON SITE & PROPOSAL BY CHIEF HORN

The following members of the Committee attended the visit.

- Ms. Gimas
- Ms. Redetzke
- Mr. Levine
- Mr. Arndt
- Mr. Suhoski, Town Administrator

The Committee was very impressed with the camaraderie of the Mendon Safety Complex, and Chief Horn's expertise regarding how he changed the departments to run more efficiently.

The Committee discussed with Chief Horn having him conduct an evaluation of the Sturbridge Fire Department.

The Committee agreed that the purpose of this study, and the expected results, will provide the BOS, Chief Senecal and the residents of Sturbridge with a comprehensive review of the current administrative and operational status of the Fire Department.

Ms. Gimas stated that Chief Senecal is in agreement that his department needs better organization in order to run more efficiently.

The Committee's next step is to bring this proposal to the BOS and to Chief Senecal.

Ms. Gimas stated that the methodology utilized during this evaluation will include a comprehensive physical examination of the department assets including, but not limited to, all apparatus, protective gear, department records, budget processes, and expenditures. Additionally, in-depth interviews will be conducted with every member of the department (part-time and full-time), Sturbridge town officials, and neighboring town officials, as well as residents of Sturbridge.

Ms. Gimas stated that Chief Horn's fee is \$3,000.00

Motion: Made by Mr. Levine to accept Chief Horn's proposal for review of the Fire Department and bring forth to the BOS along with Chief Senecal.

2nd: Ms. Redetzke

Vote: 4 - 0

REVIEW OF HOURS FOR PLANNING DEPARTMENT

The Committee agreed that no department should be using their personal equipment in order for their department to run efficiently.

Mr. Arndt stated that he didn't see a problem asking Mr. Suhoski to transfer \$1500.00 from the Planning Reserve Fund in order for the Town Planner to purchase a laptop for her department.

Motion: Made by Ms. Redetzke to bring forward to Mr. Suhoski to transfer funds in the amount of \$1500.00 from the Planning Reserve Fund in order for the Town Planner to purchase a laptop for the Planning Department.

2nd: Mr. Levine

Vote: 4 - 0

The Committee agreed that the Planning Department is under staffed and with the increase in their workload in the past few weeks, the Committee agreed to increase the Administrative Assistant's hours by five hours per week to the end of fiscal year.

Ms. Gimas stated that she believes the BOS will vote for this increase in hours.

Motion: Made by Mr. Levine to increase the hours of the Administrative Assistant in the Planning Department by five hours per week and bring forth this request to the BOS.

2nd: Ms. Redetzke

Vote: 4 - 0

Old/New Business

The Committee would like to see why the Town of Hopedale's consolidation plan did not work in their Town.

Ms. Gimas will schedule a site visit to the Town of Hopedale in the near future.

The Committee, at its next meeting, would like to invite all other departments heads and ask them the following list of questions:

1. What specific services do you offer to town residents?
2. If it can be quantified – please indicate how many times you offer this service per year to residents?

3. If possible, can you provide the number of times per month this service is offered?
4. Are there things that your department does/services it offers that you do not believe it should offer or should be offered by another department?
5. Are there things that your department does not do/services it does not offer than you believe your department should offer?

The Committee may consider having an alternate member at some point.

Next Meeting

Friday, January 18, 2013 at 2:30 PM.

On a motion by Ms. Redetzke and seconded by Mr. Levine and voted unanimously, the Committee adjourned at 3:55 PM.

Respectfully submitted,

Diane M. Trapasso, Secretary