

TOWN OF STURBRIDGE
Government Services Study Committee (GSSC)
Minutes of January 18, 2013

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

Motion was made to accept the minutes of December 14, 2012 by Ms. Redetzke, seconded by Mr. Arndt. Vote was 4 – 0

PRESENTATION BY BOH AGENT – MS. RUSIECKI – ALSO PRESENT WAS MS. COCALIS – BOH - CHAIR

Ms. Rusiecki spoke about her duties and responsibilities as the BOH agent. Ms. Rusiecki stated that all of the services provided by the BOH and staff benefit the citizens of and visitors to Sturbridge by protection of public health and the environment. Federal, State and Local regulations are followed in order to promote sanitation, and a disease-free and nuisance-free environment. The BOH has a myriad of responsibilities, overwhelmingly many more that one full-time person can address, even with the help of part-time (stipend) Inspectors, Senior tax abatement work-off program workers and volunteer BOH members. In the Town of Sturbridge, the BOH is not only responsible for the BOH Department, but also for oversight and administration of the Landfill and Recycling Center. The BOH is also charged with Emergency Management responsibilities in response to Presidential Directive EF – 8, and is a participant of the Department of Public Health’s Region 2 for Emergency Management and Local Emergency Planning Commission.

Ms. Rusiecki answered and explained in detail all the five questions from the GSSC. Ms. Rusiecki stated that in order for the department to run more efficiently, she would like to obtain more clerical hours (12 hours) that would give the office nearly full time coverage. Obtain a local nurse for one day a week (5 – 7 hours), who can also help with health-related inspections, outreach and health emergency planning. Obtain a part-time inspector (10 – 14 hours) until such time the existing seasonal stipend inspector’s hours can be added to it to make a $\frac{3}{4}$ or full-time inspector.

Ms. Rusiecki also suggested a Building Maintenance person and an IT person for all the Town facilities.

PRESENTATION BY TOWN CLERK – MS. MURAWSKI

Ms. Murawski spoke about her duties and responsibilities as Town Clerk in the following manner, Chief Election Official, Recording Officer, Registrar of Vital Statistics, Public Records Officer, Licensing Officer and Public Information Officer.

Ms. Murawski answered and explained in detail all five questions from the GSSC. She stated that the Town Clerk's office is often the first place a resident or a person seeking information will contact. Contact is made in person, by phone or by email. The Town Clerk's office is able to help many itself, or will refer them to the proper department. The Town Clerk's office is committed to serving our townspeople efficiently and expeditiously and is always open to new ways to serve our residents.

Ms. Murawski stated that her assistant, Ms. McCann, is very good and has been a big plus to the Town Clerk's office. Ms. Murawski would like to see her salary increased.

The Committee asked the Town Clerk if the Assistant Town Clerk could assist in the Town Administrator's office when his secretary was absent. Ms. Murawski stated that the answer would be no, because her office is too busy.

The Committee asked Ms. Murawski to forward to them the pros and cons of the position of Town Clerk being elected or appointed.

PRESENTATION BY RECREATION DIRECTOR – MS. GIROUARD

Ms. Girouard spoke about her duties and responsibilities as a part-time Recreation Director, only working 25 hours. Ms. Girouard stated that this department should be a full time position. She does get some help from the senior work-off program and from her Board members.

Ms. Girouard answered and explained in detail the five questions from the GSSC. Ms. Girouard stated that there are many additional programs/events for residents to increase community awareness to the benefits of recreation: such as an adult walking club, mini summer recreational program, adult softball program and flag football and also, more programs for 3 –5 year olds. The benefits of additional programs would only help in the fight against obesity and increase the awareness of a healthy community.

Ms. Girouard stated she feels she is very limited and would like to offer more in the Recreation Department and could do more if the position was full-time.

OLD BUSINESS

Ms. Gimas stated that she spoke to Mr. Gaudette, Town Administrator in the Town of Spencer. Mr. Gaudette stated that they consolidated the following departments under the heading of Land Use Division:

- Planning Department
- Conservation
- BOH
- Building Department

The Town of Spencer shares their HR person with the school. The departments share responsibilities and take turns working the nights that they are open.

Mr. Gaudette stated that it seems to be working very well.

NEW BUSINESS

The Committee stated that, with all the departments that they have heard from, the most repeated items are the hiring of a Building Maintenance person and an IT person.

Ms. Gimas stated that the Committee should invite the following to their next meeting for a presentation:

1. Ms. Barry – Finance Director
2. Mr. Butcher – Cable Advisory
3. Ms. Plimpton – Library Director
4. Ms. Beauchemin – Council on Aging Director
5. Mr. Hickey – Veterans' Agent
6. Mr. T. Chamberland – Tree Warden

Ms. Gimas stated that she would like for the Board to make their report to the BOS in April on Public Safety.

Next Meeting

Friday, February 8, 2013 at 2:30 PM.

On a motion by Ms. Redetzke, and seconded by Mr. Levine, and voted unanimously, the Committee adjourned at 4:55 PM.

Respectfully submitted,

Diane M. Trapasso, Secretary