

TOWN OF STURBRIDGE
Government Services Study Committee (GSSC)
Minutes of March 15, 2013

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

Motion was made to accept the minutes of January 18, 2013 by Mr. Levine, seconded by Ms. Redetzke. Vote was 4 – 0

PRESENTATION BY BARBARA BARRY – FINANCE DIRECTOR

Ms. Barry spoke about her duties and responsibilities as the Finance Director. She stated that her office is very unique and very busy at different times of the year (excise, real estate taxes and water & sewer bills).

Ms. Barry stated the following:

- Ms. Morse & Ms. Sears work 37 ½ hours
- Ambulance billing and accounts payable are under the Finance Director
- Ms. Barry is the HR person
- Coordinates all IT work
- Accounting and Assessors under Finance Director
- Questions about residences water bill go through the Finance department
- Payroll and insurance

Ms. Barry did state that IT is now a joint effort with Tantasqua.

The Committee had the following questions, suggestions and comments:

- Why isn't the ambulance billing done through the Fire Department?
- In the Town of Spencer, HR is coordinated with the school department.
- Why not coordinate water/sewer questions with the Water Department?

PRESENTATION BY BECKY PLIMPTON – LIBRARY DIRECTOR

Ms. Plimpton that, in the ten town comparative for hours opened and staffing hours, the Joshua Library ranked second in the number of hours open on an average week, the Library ranks fifth for the total number of staff hours and eighth for the percentage of staff hours that are spent in the Children's Room.

Ms. Plimpton stated that the lack of full time staffing in the Children's Room has been a concern. We have hundreds of items that go "missing" per year from a collection that is not supervised. The public bathrooms are on this level of the library and without a staff person monitoring the room. We have been subject to graffiti and other destruction of

property. It is a safety hazard for staff and for patrons. It would be easy for someone to do harm to a child without anyone knowing about it.

Ms. Plimpton stated that the Children's Room is being renovated in June, and with that renovation comes the capacity to offer new services. A circulation desk is being installed with the ability to offer patrons with children the convenience of checking books out in the Children's Room.

Ms. Plimpton stated that we staff three floors in the Library and a full time person is needed in the Children's Room.

Ms. Plimpton stated that the roof problems have a temporary fix right now. They installed new flashing around the sky lights and resealed around the windows.

The Committee stated that they have their information and see the problems, now is the time to start visiting these departments.

LAND USE OFFICE CONSOLIDATION DISCUSSION

Ms. Gimas stated that the Committee still needs to look at other models and see how the consolidation works.

OLD BUSINESS

Ms. Gimas stated that the Committee should receive the report from Chief Horn on the Fire department in April. Ms. Gimas stated that Chief Horn was very pleased with the cooperation from everyone in the department

Ms. Gimas stated that the report will be very general.

The Committee commented on a tight schedule for any budgeting changes in this department, in time for Town Meeting.

NEW BUSINESS

The Committee still needs to look at the BOH request to have a nurse on staff. See how other towns do it, maybe outsource or consolidate with other towns.

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

1. Mr. Suhoski – Town Administrator
2. Ms. Beauchemin – Council on Aging Director

Next Meeting

Friday, April 5, 2013 at 2:30 PM.

On a motion by Ms. Redetzke, and seconded by Mr. Levine, and voted unanimously, the Committee adjourned at 4:35 PM.

Respectfully submitted,

Diane M. Trapasso, Secretary