

October 4, 2010

**BOARD OF SELECTMEN
MINUTES
OCTOBER 4, 2010**

Present: Thomas Creamer, Chairman
Mary Dowling
Mary Blanchard
Scott Garieri
Ted Goodwin
Shaun Suhoski, Town Administrator

The Chairman called the meeting to order at 6:30 p.m. following the Pledge of Allegiance.

T. Creamer announced that he and a member of the press were recording the meeting.

T. Creamer read a Proclamation for Rotary Friendship Day between the Town of Sturbridge and Stourbridge, England.

MOTION: To present the Proclamation to the Stourbridge Rotary Club, by M. Blanchard.

2nd: S. Garieri

Vote: All in favor.

Uno Restaurants LLC – Transfer of Stock on Liquor License

S. Suhoski read the legal ad into the record. He noted that the ABCC had pre-approved this application, and required the Board's vote and signatures on Form 43. Nick Vavalle, Manager of Pizzeria Uno, appeared before the Board.

MOTION: To close the public hearing, by M. Blanchard.

2nd: T. Goodwin

Vote: All in favor.

MOTION: To approve the Transfer of Stock as per the request from Uno Restaurants LLC, by M. Blanchard.

2nd: T. Goodwin

Vote: All in favor.

Approval of Minutes

MOTION: To approve the minutes of September 20, 2010 as amended, by M. Blanchard.

2nd: S. Garieri

Vote: Four in favor; T. Goodwin abstained.

Route 15 Sewer Presentation

Dave Prickett of Tighe and Bond and Greg Morse, DPW Director appeared before the Board. D. Prickett provided the Board with a project overview of the Route 15 Wastewater Study, the project area covering the corridor along the east side of Route 15, approximately 600 acres and 80 parcels, and special zoning district bounded by I-84, Main Street, Mashapaug Road and the Quinebaug River. He reviewed the summary of alternatives, preliminary capital costs, potential betterment costs per parcel (based on ERU method), wastewater recommendations, water system alternative and water recommendations.

S. Suhoski said that the Dept. of Housing and Community Development may have funding for the project. T. Creamer said that he did not like to make a decision based on a PowerPoint presentation, and would not be inclined to do so that evening. He asked whether they had done any general assessments of what the flow might be to those areas based upon expected buildout, what the impact might be on the overall system, and what would be left for other types of development. G. Morse said that the permit request submitted to DEP did not include area 19 (Route 15) and suggested that an additional request increasing the flow to 1.5 million gallons per day would be needed once the requested 1.3 million gpd permit is received. D. Prickett said that under alternative 2A, the average flow would be 50,000 GPD based on Title 5 buildout. He said that total buildout would be 300,000 GPD. S. Garieri requested that the Board hold action pending a review of Route 15.

S. Garieri asked how much land would be required for the B alternative. D. Prickett said that 20 acres would be needed. G. Morse added that treating it or disposing on site is viable, but it would be expensive.

Mary Berry of Sturbridge Mobile Home Park asked about the possibility of using the median strip. D. Prickett said that the geography would make it difficult, and that it contained poorly drained soils. Sean Finicane of Yogi Bear's Jellystone Park noted that the Route 15 area is the most desirable and developable area in Town. D. Prickett said that he would provide the full report by next week. It was the consensus of the Board to review the information and discuss the sewer extension again in two weeks.

D. Prickett said that extending the water main would provide fire flow service to the Route 15 corridor, and would allow a more dense development of that area. Sean Finicane noted that it is incumbent upon the Board of Selectmen to plan for the future of Sturbridge. M. Dowling said that the Finance Committee had required that the Board of Selectmen identify the four alternatives.

MOTION: That the Board of Selectmen, acting as Water Commissioners, authorize the Town Administrator and DPW Director to

proceed with planning for a water main extension along Route 15 as outlined in the summary recommendations, by T.

Goodwin.

2nd: S. Garieri

Vote: All in favor.

It was the consensus of the Board to hold action on the item #1, the sewer extension, at this point.

PLAC Membership Vote

T. Creamer explained that the PLAC had inadvertently included the names of incumbent members and term expirations on the membership document recently approved by the Board of Selectmen. They requested that the membership structure itself be revised without naming specific appointees.

MOTION: To rescind the vote for the PLAC taken on September 13, 2010, by M. Blanchard.

2nd: S. Garieri

Vote: Three in favor; T. Goodwin and T. Creamer abstained.

MOTION: That the Board approve the revised membership structure as presented in the October 4, 2010 meeting packet, by M. Blanchard.

2nd: S. Garieri

Vote: All in favor.

Water Bond #R-1 (Reformation Vote)

S. Suhoski said that as noted in the emails between USDA and the Town's bond counsel, the Board was requested to re-vote issuance of the \$2,178,500 bond for the Well #4 project due to a revised amortization and payment schedule required by USDA. He noted that the change would save the Town approximately fifty cents per year for the next 30 years (\$15.00).

MOTION: To rescind the original vote for the Sturbridge repayment schedule taken on September 13, 2010, by M. Blanchard.

2nd: S. Garieri

Vote: Three in favor; T. Creamer and T. Goodwin abstained.

MOTION: That the Board approve issuance of Water Bond #R-1 in the amount of \$2,178,500 in accordance with the required language of vote included in the packet and the revised payment schedule, by M. Blanchard.

2nd: T. Goodwin

Vote: All in favor.

Town Administrator's Goals

S. Garieri suggested that the Board discuss the goals at the next meeting. M. Dowling noted that there were more than 50 goals for the Town Administrator, which she considered to be unreasonably long for half a year. She suggested that each Selectman choose the top three goals, then present 15 goals to the Town Administrator to work on. T. Creamer agreed that the Board needs to prioritize the goals, and the Board agreed to do so using a numeric rating of 1 – 3 in terms of priority for each goal currently listed.

S. Suhoski said that he would come up with some areas for a departmental work plan to include policies and priorities, and will personally evaluate his performance.

Board of Health – Mutual Aid Agreement

S. Suhoski submitted to the Board the proposed regional mutual aid agreement between many boards of health in Region 2. Sturbridge would become the 60th community to approve the agreement, which was requested by the Board of Health. A change in state law last year allows Boards of Selectmen to enter into intermunicipal agreements (rather than Town Meeting). S. Suhoski noted that it does not mandate any costs to be borne by the Town unless specifically requested. He said that past iterations of similar agreements have been signed by the Board of Health directly.

MOTION: That the Board of Selectmen approve the “Mutual Aid Agreement Among Public Health Agencies in Emergency Preparedness Region II” as endorsed by the Chair of the Sturbridge Board of Health on May 3, 2010; and authorize the Chairman to execute the document, by M. Blanchard.
2nd: T. Goodwin
Vote: All in favor.

Injured on Duty Approval for Police Officer

MOTION: To approve the IOD status for the police officer identified within the submitted IOD documentation effective September 22, 2010, by M. Blanchard.
2nd: T. Goodwin
Vote: All in favor.

MassDOT Grant Agreement – Grand Trunk Trail Design

MOTION: To approve the grant agreement between the Town and MassDOT in an amount up to \$41,440.00 (project No. 605674)

to initiate design and engineering on a .75 mile portion of recreational trail running from the Ed Calcutt Bridge northerly to the intersection of River and Farquhar Roads and to authorize the Town Administrator to execute any required documentation, by M. Blanchard.

2nd: T. Goodwin

Vote: All in favor.

Audio-Visual Equipment Upgrade – Recommended Modification

S. Suhoski said that he and the Chairman of the Cable Committee had met with representatives of Valley Communications Systems for a formal pre-construction conference. All of the new AV equipment has been ordered and work will commence within 14 days. Valley prepared an estimate to begin the process of going “paperless” at meetings in terms of agendas, key documents and both Board and outside PowerPoint presentations. For an approximate cost of \$3,600.00 the Veterans Hall meeting room would have cutting-edge technology that will allow all Selectmen to follow the agenda and current document being presented as well as linking same to the audience screen and the live cable TV broadcasts. The funds are within the Cable Committee’s budget.

MOTION: That the Board endorse the initial technology requirements toward “paperless” meeting agendas while improving transparency of government through real-time access by live audience and local access television viewer to documents under discussion at public meetings, and to request the Cable Advisory Committee to consider funding such improvements, at a cost not to exceed \$4,000.00, by T. Goodwin.

2nd: M. Blanchard

Vote: All in favor.

State Election Warrant

S. Suhoski requested that the Board sign the state election warrant. The election is to be held on November 2, 2010 from 7:00 a.m. to 8:00 p.m. at Burgess Elementary School to cast ballots for elective offices and two initiate petitioned questions.

MOTION: To approve the signing of the state election warrant for the November 2, 2010 election, by M. Blanchard.

2nd: T. Goodwin

Vote: All in favor.

Miscellaneous

Revised Board and Committee Handbook:

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S. Suhoski said that the project remains delayed, and noted that the Chairman has undertaken additional research and edits.

Since his last report, S. Suhoski has been busy with the following summarized list:

- a) Met with Conservation Commission Chairman regarding several matters;
- b) Met with Cable Advisory Committee Chairman regarding pending committee matters and to prep for pre-construction meeting with Valley Communications;
- c) Met with Conservation Agent and DPW Director regarding various private road issues;
- d) Met with Harriett Lebow, Exec. Director for Habitat for Humanity, regarding the Sturbridge build on Fairview Park Road, process and funding availability;
- e) Attended and participated in court mediation at U.S. District Court in Worcester;
- f) Held full staff meeting for Town Hall and Center Office Building employees together with outside department heads to discuss relocation and building issues, parking, staff recycling and operational matters (this also commenced a scheduled monthly staff meeting);
- g) Met with Finance Director and Assessor regarding their extra work duties during the relocation process;
- h) Met with DPW Director and Tighe & Bond to discuss ongoing Route 15 wastewater analysis;
- i) Attended MIIA Wellness Committee meeting to initiate employee wellness programs in FY11;
- j) Discussed permitting issue with land-use team (Building Inspector, Assessor, Conservation, DPW and Planning);
- k) Continued work on top-to-bottom review of all telephone, fax and cell phone costs in conjunction with Town Accountant and outside consultant (Chambers Advisory Group);
- l) Met with Tree Warden regarding various matters;
- m) Continued work to facilitate completion of punch-list items at Town Hall and Center Office Building (note: final monetized punch list pending);
- n) Met with Town Accountant and consultant regarding top-to-bottom review of telephone costs (ongoing study that S. Suhoski initiated 60 days ago);
- o) Started unpacking the boxes in his office, as his furnishings and file cabinets finally arrived.

Correspondence

S. Garieri asked whether the Board had made a decision regarding the clearing of sidewalks by DPW, as to where they start and stop. T. Creamer said that the

Town of Sturbridge is responsible for repair and maintenance of sidewalks on Routes 20 and 131. S. Garieri said that having DPW clear sidewalks takes business away from someone who needs the work. T. Creamer suggested that it be discussed at the next meeting.

Old Business

M. Blanchard asked about the status of the Personnel Committee, and noted that there have been requests regarding job descriptions and pay scales for some positions. S. Suhoski said that they will be meeting in a few weeks.

M. Blanchard noted that some of the executive sessions should be reviewed and released by the Board.

M. Dowling asked about the status of a ribbon cutting ceremony for Town Hall. S. Suhoski said that the Town Hall/Center Office Building Committee is supposed to meet very soon to decide upon a date.

T. Creamer asked about the status of feedback from the engineers regarding Routes 131 and 15. S. Suhoski said that he had received feedback, and noted that it would necessitate changes in the timing of the traffic signals, but the state indicated they would not be in favor of making those changes.

T. Creamer asked about the status of a sewer connection for the Habitat for Humanity lot. T. Goodwin was in favor of giving them a sewer connection.

MOTION: That the Board grant a sewer connection to Habitat for Humanity for lots 7 and 8 Fairview Park Road, as recorded in Book 5, Plan 10, by M. Blanchard.

2nd: S. Garieri

Vote: All in favor.

T. Creamer asked about the status of the Charter Review Committee. S. Suhoski said that the legal ad would be published shortly, and would meet the timeline of November 1st. T. Creamer suggested that vacancies be posted on the Town's website under bulletins as well as vacancies. It was the consensus of the Board that all pending and future committee/board vacancies would now be published on the Town's website.

There was discussion about front door access to Town Hall, and T. Creamer asked whether the architect was the appropriate person to ask about access to the Town Hall front door. He said that not having access to the front door for those people who don't require handicapped access would increase vehicular traffic between the two buildings, needlessly increasing the likelihood of vehicle and/or pedestrian conflict. He also stated that it would unnecessarily increase foot commuting for Town employees between the two sites, particularly in poor

weather. S. Garieri said that anyone who walks up to Town Hall walks to the front door, and noted that there is no sidewalk from the front of the building to the back. S. Suhoski said that the Building Inspector could initiate an application for a variance. M. Dowling said that a variance should be pursued, and the front door should be open for passage.

T. Creamer suggested setting up a meeting with the Chief of Police, the Board of Health and the Board of Selectmen regarding the issue of trash trucks on Route 131. S. Garieri said that charging trucks a \$300 fee to pass through the town was not business friendly, and the fee is higher than that charged by any other community in this area. He noted that Sturbridge has an officer who does truck enforcement. T. Creamer said that he did not have enough information regarding the fee, but that such was the domain of the Board of Health under its regulatory authority. It was the consensus of the Board that S. Suhoski consult the Police Chief and Board of Health, then bring it back to the Board of Selectmen.

New Business

M. Dowling suggested that the Board consider a policy to take a five-minute break at 8:30 p.m. during meetings, and to aim to finish meetings by 9:30 p.m.; any unfinished business should be put off until the next meeting. T. Creamer agreed to the 8:30 recess, but felt that whatever business has to be done should be completed at that time. M. Blanchard said that she was not in favor of a policy, and noted that the Board only meets in full session twice a month, and work session once a month. M. Dowling said that she did not think it was reasonable, and it is counterproductive to go late with the meetings. M. Blanchard said that the work sessions have evolved into real meetings with votes being taken. T. Goodwin said that he liked the work sessions, with two topics to concentrate on. T. Creamer said that under the law, a work session has the same authority, process and procedures as a regular meeting; work sessions just tend to be more informal. It was the consensus of the Board to agree to an 8:30 recess at meetings, and to keep the work sessions.

Spaho Corp. Land Donation

S. Suhoski informed the Board that Walter Regep of The Spaho Corporation has offered three parcels of land to the Town:

221 Main Street (0.054 acres)
5 Regep Lane (0.59 acres)
8 Regep Lane (13.5 acres)

He said that the Town Planner had indicated that these are open space and drainage parcels required by the March 27, 2007 subdivision approval, and they should be accepted when the roadways are completed and approved by the

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Planning Board and DPW Director. The Conservation Commission has expressed interest in holding title to said parcels.

S. Suhoski said that Town Meeting needs to accept them unless held by the Conservation Commission. He said he would have something for the next meeting.

T. Creamer said that the Conservation Commission has expressed interest in increasing their membership from 5 to 7 members. He stated that when the Conservation Commission was originally formed, the population of Sturbridge was 3,000; since then it has tripled. M. Blanchard said that the suggestion could be made by the Charter Review Committee to Town Meeting in June. T. Creamer noted that it is only a modification in numbers, and questioned whether it could be done at the Annual Town Meeting without going through full Charter Review. He suggested getting input from Town Counsel. The Board agreed.

It was the consensus of the Board to hold on review of the minutes.

MOTION: To convene in executive session under MGL Chapter 30A, §21, Paragraph 3: To discuss strategy with respect to collective bargaining or litigation; not to reconvene in open session, by M. Blanchard.

2nd: T. Goodwin

Roll call vote: M. Dowling in favor; T. Creamer in favor; T. Goodwin in favor; S. Garieri in favor; M. Blanchard in favor.

The Board convened in executive session at 9:25 p.m.

Respectfully submitted,

Judy Knowles

BOS Clerk

Date