

October 3, 2011

**BOARD OF SELECTMEN
MINUTES
OCTOBER 3, 2011**

Present: Thomas Creamer, Chairman
Mary Dowling
Mary Blanchard
Angeline Ellison
Priscilla Gimas
Shaun Suhoski, Town Administrator

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

A. Ellison explained her family issue that had necessitated her absence from the last meeting. Her daughter had been injured on the playground at school, and had bumped her head.

Discussion with Thomas Cohan, Charter Communications

Thomas Cohan of Charter Communications, along with staff members George Harper, Jim Jones and Heidi Banabrook appeared before the Board to discuss Charter's operations in the community, and to address concerns expressed by Sturbridge customers.

T. Creamer noted that the Selectmen have an obligation to residents to make sure that they receive a high level of service from Charter Communications.

T. Cohan said that their system is a lot more complex today, which includes an entire range of video services available that did not exist ten years ago. He said that there is a very sophisticated system now that delivers a wide range of video services, high speed internet services and telephone service. He noted that there had been some issues with the network during late July and early August 2011. G. Harper added that during that timeframe, there was a tornado that had come through the area and two severe thunderstorms with lightning strikes that had created problems including intermittent signals that had broken up the internet and telephone services. He said that there were multiple problems including internal damages to cable and surges.

T. Cohan said that a fiber optic mode upgrade was completed the previous week. He noted that the new equipment is of a different manufacture than what they had used previously. He said that they have not had any issues with them after setting them up, and they are extremely stable.

P. Gimas said that residents have been complaining that when cable is out they don't have phone service. She noted that a lot of these people don't have a cell

phone, which puts them in a dangerous situation during a power outage if they had an emergency and needed to call 911. She asked whether there was a way to separate the phone service from the internet and TV service. T. Cohan said that it is all on the same cable, so if someone is without power, they don't have any one of the services. G. Harper said that everything is backed up by an alternate power supply with generators, if it goes beyond four to six hours.

T. Creamer requested a brief but realistic explanation between the traditional phone line service and the Charter bundled services. He said that people with traditional phone lines such as Verizon would still have phone service during many power outages due to different technologies. Under the Charter bundle system, if the power goes out, there is no cable or phone service. G. Harper explained that telephone technology is different, it is a dedicated line, and people can't get the services that Charter provides over that wire.

T. Creamer said that in simple terms, there is a tradeoff: with AT&T or Verizon land line phone service, you have phone service during a power outage; with the Charter bundle, you are trading up to have better services and greater internet access most of the time. He noted that there is a potential for challenges.

Don Fairbrother, Cable Advisory Committee, said that he has a Charter bundled package which includes telephone. He said that he purchased a battery that goes into the telephone modem so that telephone service would be maintained in the event of a power outage. G. Harper said that with the battery, there would be six to eight hours of talk time during a power outage.

T. Cohan commended the Town for the tremendous improvements that have been made in the quality of televised broadcasts of meetings.

T. Creamer said that a resident had complained about pixeling and occasional picture freezes. G. Harper requested the resident's name and address so that he could follow up on the problem. He said that the problems may be caused by a loose connection, or an issue with the cable box.

A. Ellison received a call from a resident who complained about the increasing cost of cable service. T. Cohan said that Charter tries to provide the best value for their customers. He said that it is likely that costs will continue to rise due to programming costs.

M. Dowling asked how much the cost of basic cable had increased during the past year. T. Cohan said that basic cable is regulated, and has gone up very little during that time.

A. Ellison received a call from Mildred Jacques, who was experiencing "temporarily off the air" messages on certain channels. G. Harper said that it

could be a problem with the converter box not receiving the information correctly. He said that he would look into it.

T. Creamer announced that a discount is available for seniors on basic cable service.

A.Ellison received a call from Wanda Chamberland, who said that she would like to receive a list of cable channels with numbers. T. Creamer requested that Charter provide a supply of them to be made available at Town Hall.

T. Cohan requested that all questions and concerns about Charter services be given to Shaun Suhoski, who could email them to Charter.

Special Town Meeting Warrant: November 7, 2011 @ 7PM

S. Suhoski requested that the Board of Selectmen vote to place and make recommendations on the proposed articles included in the Warrant. The articles proposed for consideration included:

- Article 97 (active recreation) conversion for Shepard Parcel
- Appropriation of \$131,000 from Ambulance Stabilization Account for purchase of new ambulance
- Adoption of Stretch Code (energy efficiency)
- Amendment (corrections) to Design Review General Bylaw
- Article to move Annual Town Meeting to first Saturday in May
- Article to amend General Bylaw timing requirements for Town Meeting
- Citizen Petition regarding Saturday Town Meetings
- Charter Revision Articles (Note: in the absence of modified language or recommendation from the joint meetings of FinCom and the CRC I will put forward the language that your Board "placed") Shaun A. Suhoski, Town Administrator Email: ssuhoski@town.sturbridge.ma.us

Article 48: Shepard Parcel Use – 80 Route 15

MOTION: To support Article 48, by M. Blanchard.

2nd: M. Dowling

Vote: Four in favor; T. Creamer abstained, stating his belief that the Article as written is not a properly structured Article, and could not support it unless it was consistent with State requirements.

Article 48: Transfer of Funds – Purchase of Ambulance

MOTION: To place and support Article 48, by M. Blanchard.

2nd: P. Gimás

Vote: All in favor.

Article 50: Transfer of Funds – Tornado Related Expenses

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The Board decided to hold support until a dollar amount has been established.

MOTION: To place Article 50, by M. Blanchard.

2nd: M. Dowling

Vote: Three in favor; T. Creamer and P. Gimas opposed.

Article 51: Unpaid FY11 Bills

MOTION: To place and support Article 51, by M. Blanchard.

2nd: P. Gimas

Vote: Four in favor; A. Ellison abstained.

Article 52: Green Communities Program – Adoption of the Stretch Code

MOTION: To place and support Article 52, by M. Blanchard.

2nd: P. Gimas

Vote: Four in favor; A. Ellison abstained.

Article 53: General Bylaw Amendment – Design Review Committee

MOTION: To place and support Article 53, by M. Blanchard.

2nd: P. Gimas

Vote: Four in favor; A. Ellison abstained.

Article 56: General Bylaw Amendment – Warrant Article Timeline

MOTION: To place and support Article 56, by T. Creamer.

2nd: M. Blanchard.

Vote: Four in favor; A. Ellison abstained.

Article 63: Citizen Petition Re: Annual Town Meeting

MOTION: To place Article 63, by M. Blanchard.

2nd: P. Gimas

Vote: Four in favor; A. Ellison abstained.

Part-time Clerk Appointment to Local Access Dept.

The Board-approved budget for the Cable Advisory Committee and Local Access television included provision of a part-time clerk for up to 10 hours per week. Interviews with two finalists were recently conducted by the Production Coordinator, the CAC's Vice Chairman and Town Administrator and all three recommended that Mr. Stephen Sandberg, of Worcester, be appointed to the post. On September 20, the candidate was presented to and met with the Cable Advisory Committee which voted four in favor, one abstained (Town Administrator) to recommend to the Board of Selectmen that the candidate be appointed to the position. Mr. Sandberg has 23 years of experience in production including operating a full-service video production studio and managing day-to-day operations of a production company. He also possesses working knowledge of various editing software and an aptitude for technology that impressed the committee.

MOTINO: That the Board of Selectmen ratify the Town Administrator's appointment of Stephen Sandberg, of Worcester, to the position of part-time clerk in the Local Access Dept. effective October 11, 2011 at a starting rate of \$14.13 per hour (Grade 2, Step 3) and subject to a successful CORI check and standard six-month probationary period, by M. Blanchard.

2nd: P. Gimas

Vote: All in favor.

Solar Power Purchase Agreement and Potential Landfill Lease

S. Suhoski said that in the spring of 2011, he had initiated the Town's participation with Muni-Sun LLC in an eight-town consortium seeking to develop solar power facilities on municipal lands. The office of the Inspector General later issued an advisory opinion that the procurement process might be called into question and the group procurement was halted. After the rush of activity in June and July, S. Suhoski initiated a new procurement amended from the initial public-domain procurement documents into a Request for Qualifications (RFQ) format to be evaluated under MGL c. 25I. Responses were received on September 19. On September 29, a quorum of the Energy Advisory Committee met with him to initiate the review and ranking of responses to the Request for Qualifications relative to selecting a preferred solar developer. The Town would then negotiate terms of a Solar Power Purchase Agreement and potential land lease at the landfill. (The June 6, 2011 Annual Town Meeting gave authority for the BOS to lease the land for this purpose).

There were seven responses, each of which had been hard copied for the information of each member of the Board. S. Suhoski requested that the Board endorse the following process:

- **No later than October 20:** The EAC completes its review and ranks the top three responses together with the single preferred and recommended candidate
- **On or about October 24:** The BOS formally reviews the EAC's recommendation and rationale and formally designates the top candidate to initiate negotiations (the Board must approve any proposed contract or project)
- **On or about October 24:** When the top candidate is named, that the BOS also formally designate one of its members to work with the Town Administrator, EAC, Town Counsel and/or a consultant experienced in the subject matter to negotiate and frame the project and contract for later consideration by the BOS
- **November to mid-December:** The BOS reviews the project and contract to finalize details and discusses the project in public forum once agreement reached.

S. Suhoski said that the above schedule is intentionally aggressive, but is feasible. He said that if the Town is successful in its negotiations he remained hopeful of two favorable outcomes:

1. A reduced and negotiated-price for all municipal electricity costs for at least 20 years with an option for an additional 10 years, and
2. A dramatic and measurable reduction in the Town's carbon footprint.

MOTION: That the Board of Selectmen approve the above-described process and timeline for review of the Solar Power RFQ, by M. Blanchard.

2nd: P. Gimas

Vote: Four in favor; P. Gimas abstained.

S. Suhoski noted that the Energy Advisory Committee recently received a notice of resignation from Thomas Adams. There are currently two vacancies on this committee which the Town will advertise.

Economic Development Committee Revised Mission Statement

S. Suhoski noted that at prior Board meetings, it has been suggested that the EDC be re-purposed with a new mission statement. He submitted to the Board a proposed EDC Mission Statement and Initial Workplan. He said that the document is similar to the existing-but-outdated mission adopted by a previous board of selectmen but does include updated reference to the 2011 Master Plan and a recommended change in composition. He said that the document can be modified by the Board after the reconstituted EDC has the opportunity to reconvene and find its rhythm. The composition of the EDC is suggested with the following improvements: (1) remove limiting factors on the membership's composition, (2) add the Board of Selectmen's ratification requirement, and (3) insert a five-year versus "indefinite" term limit. S. Suhoski did not believe that automatically indefinite terms were in the best interest of any appointed committee.

MOTION: That the Board of Selectmen ratify the Economic Development Committee Mission Statement and Initial Workplan dated October 3, 2011, by M. Blanchard.

2nd: P. Gimas

Vote: Four in favor; A. Ellison abstained.

Economic Development Committee Appointments

S. Suhoski proposed ascribing the five year term limits to the two existing members as follows (simply reverse order of original appointment date):

Name	Term Expires
Kevin MacConnell	2012
Donald Miller	2013
(New Appointee)	2014

(New Appointee)	2015
(New Appointee)	2016

S. Suhoski said that four of seven persons that had previously expressed interest in participating on a re-purposed Economic Development Committee accepted interviews. All were worthy candidates and were enthusiastic concerning the potential for economic growth in the Town. In reviewing the credentials submitted, and through personal discussion, he proposed to appoint the following individuals – representing varied backgrounds – to the Economic Development Committee for five year terms as follows:

Heather Hendrick: Ms. Hendrick is a graduate of Colgate University and rose to the position of senior underwriting manager in the insurance industry where she oversaw 14 underwriters and interfaced with company executives. She left the business world about four years ago upon the birth of her first child and became active in the Sturbridge MOMS club, currently serving as president. She served on the Master Plan Steering Committee and is interested in its implementation. She hopes to increase prosperity through lowering of vacancy rates and exploring new ideas.

David Holland: Mr. Holland has over 40 years of experience in sales of business and office equipment including serving as VP of Sales & Marketing for a major vendor where he directed a national sales force of 30 sales and support representatives generating up to \$154M in revenue. A veteran of the U.S. Air Force, Mr. Holland is now “semi-retired” and believes that Sturbridge’s good schools and transportation access can be better leveraged.

Sherri Pelski: Ms. Pelski brings 18 years of experience in the financial services industry including asset management, hedge fund and mutual fund sectors. She served six years as the Chief Financial and Operating Officer for a firm managing \$750M with 22 employees and is now engaged in a new enterprise. She graduated with honors from Bentley College and earned a MBA from Boston University, also with honors. She participated in the Master Plan process and has the financial acumen and energy to help guide the economic development agenda.

MOTION: That the Board of Selectmen ratify the Town Administrator’s appointments of Heather Hendrick, David Holland and Sherri Pelski to the Economic Development Committee, and, to revise the term limit of all members from “indefinite” to five year terms with the following initial expiration dates:

Name	Term Expires
Kevin MacConnell	2012
Donald Miller	2013
Heather Hendrick	2014

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David Holland 2015
Sherri Pelski 2016, by M. Blanchard.
2nd: P. Gimas
Vote: Four in favor; A. Ellison abstained.

Senior Municipal Service Program Appointment

S. Suhoski informed the Board that an additional applicant, Rita Choquet of Roy Rd. in Fiskdale, has taken advantage of the revised program guidelines and is qualified to participate in the FY12 program. The Assessor's office can also use the help.

MOTION: That the Board of Selectmen approve the participation of the above-named applicant in the FY12 Senior Municipal Service Program to be assigned to the Assessor's office, by M. Blanchard.
2nd: P. Gimas
Vote: All in favor.

A. Ellison left the meeting.

Community Development Advisory Committee Appointments

The Board had approved a seven-member CDAC to assist with development of the Community Development Strategy document and public outreach and review of a proposed Community Development Block Grant application to assist with needed wastewater improvements and housing code improvements in the Sturbridge Retirement Community.

The following seats are now ready to be filled:

Name	Representing
Heather Hart	Master Plan Implementation Committee
Ginger Peabody	Planning Board
James Cunniff	Planning Board
(vacant)	Board of Selectmen
(vacant)	Board of Selectmen
(vacant)	Resident of Target Area
(vacant)	Resident of Target Area

As of the close of applications from residents, S. Suhoski had received four recommended names from the SRC Board of Directors, one direct application from an SRC resident and one additional application from a resident outside of the target area. He made arrangements to speak briefly with the resident applicants (by telephone) next week so that two may be appointed to the voting seats. All residents can attend any meetings held as these are public meetings.

He fully expected to have two resident appointments before the Board on October 11.

MOTION: That the Board of Selectmen appoint the following persons to the ad-hoc Community Development Advisory Committee:

Name	Representing
Heather Hart	Master Plan Implementation Committee
Ginger Peabody	Planning Board
James Cunniff	Planning Board, by M. Blanchard.

2nd: P. Gimas

Vote: Three in favor; A. Ellison absent and P. Gimas abstained.

Cutural Council Appointment

Due to the state mandated term limit (two consecutive three-year terms) Wynn Duvernay can no longer serve on the Cultural Council. In response to advertising the vacancy, Dale Gonyea applied and spent some time speaking with me last week. Mr. Gonyea is a long-time resident of Sturbridge and has been active in promoting and performing arts in Southbridge as well as the music ministry in his church.

MOTION: That the Board of Selectmen approve the Town Administrator's appointment of Dale Gonyea to the Sturbridge Cultural Council for a three-year term expiring in 2014, by M. Blanchard.

2nd: P. Gimas

Vote: Four in favor; A. Ellison absent.

Miscellaneous Items

Following are some concise updates on other matters that are pending.

- **Tropical Storm Irene – FEMA Reimbursement:** MEMA confirmed receipt of the Town's application for FEMA reimbursement for Category B costs associated with the emergency preparations and response to TS Irene. S. Suhoski was still awaiting the overtime costs from two departments to complete this process. Also, FEMA was expected to have a "kick-off" briefing last week; however, this has not yet occurred. Although Town costs appear much less substantial (likely under \$30,000 total) than the tornado, the DPW Overtime account is under stress and we will vigorously pursue all potential reimbursement of disaster response costs.

- **FEMA Tornado Reimbursement:** Awaiting state action on grant agreement. The Town and FEMA have submitted the "Category B" Emergency Actions request. The Town's gross submittal for fire, police and public works (including emergency contracted debris removal) was \$135,930.45 with an anticipated FEMA contribution of \$101,947.83. Also, on September 29, Town staff met with

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FEMA and the monitoring vendor to outline additional costs proposed for reimbursement including: (1) debris piles staged on Route 20 and Route 15, (2) the Town Barn fields and access road, (3) Stallion Hill conservation land, (4) the Trolley Line Trail, and (5) miscellaneous root balls throughout impact zone. FEMA visited portions of items #2, #3 and #4 and the Town's consultant, DPW Director and Tree Warden will identify problematic root balls in item #5 during the coming week. FEMA will return on October 3 to further discuss removal options for the staging areas in item #1.

- **Riverlands Environmental Monitoring:** At S. Suhoski's request, Tighe & Bond has contacted additional drilling companies and riggers in hopes of finding suitable access to the site prior to winter. T&B is also exploring whether a geo-probe versus conventional auger drilling may save time and help make up for likely added expenses to access the site. T&B brought two additional drillers to the site over the past week and revised approaches and cost estimates are expected in the coming week. Due to the difficult access, costs will likely be revised upward.

- **Walker Road Drainage:** CME has submitted a formal design and engineering proposal for Walker Road. S. Suhoski and the DPW Director will seek to provide this information to all residents along Walker Road in the coming 10 days so that they can be prepared to offer feedback to the Board. Initial indications are a construction budget of \$600,000 to \$750,000 with the engineering proposal coming in at \$49,273.00. S. Suhoski proposed deferring the formal discussion on this item until after the residents have been briefed.

- **Personnel Committee:** Revised Tree Warden job description per additional comments from incumbent and document proposed for approval and grading at a re-scheduled October 5 meeting (due to Master Plan dinner).

- **MIIA Insurance Matters:** Based upon recent meeting with chief claims adjuster from MIIA, the Town's proposed tornado insurance claim was modified. The Town Accountant is expected to submit this claim next week. Once MIIA determines coverage (most items are) the Town will get reimbursed. S. Suhoski will provide the Board with the actual claim and response. Those items not covered under MIIA will be added to the FEMA reimbursement request.

- **AAB Variance Update:** Today the Town received the official approved variance request for the Center Office Building. This variance was approved as requested without any conditions. The Board may recall that the AAB did require installation of a new handrail at the Town Hall. The Architect's revised sketch and specifications, together with the required prevailing wage rates, have been compiled and the Town will seek three quotes for the work next week.

- **Town Hall and COB Building Project Update:** An update meeting with the Architect, Project Manager, town staff and a member of the building committee

with direct HVAC engineering knowledge was held on September 26. The group discussed the poor performance of the HVAC system at the COB. In response to numerous written complaints filed by the Town Administrator, the general contractor (Forish Construction) has determined to undertake diagnostic and remedial action through another HVAC vendor (CAM HVAC) with all costs being backcharged to the original filed sub-bidder. The group also discussed several warranty issues including peeling paint and some apparent cracks on the columns, cracks in plaster in some offices and other more modest items. A written itemization is being developed for the general contractor's response.

• **Meeting Participation:** S. Suhoski attended Land Use Division meeting concerning the need for a more uniform policy on private road matters (to come to BOS in next few weeks); met with MIIA insurance representative relative to coverages; participated in the Local Emergency Planning Committee meeting; sat in on Recreational Trails Master Plan meeting; met with Town Planner, ZBA Chairman and Town Counsel regarding upcoming hearing; initiated meeting and discussion with School Superintendent, IT Manager and other Town staff regarding shared IT services; and attended Commercial Tourist District walk-through along with Selectmen Gimas and Blanchard.

Correspondence

M. Blanchard read the correspondence list into the record.

Old Business

P. Gimas said that Linda Cocalis of the Board of Health had announced that the bags for the Pay As You Throw Program are available at Stop & Shop, Shaw's and Fred's Variety. She noted that the program started on October 1, 2011.

P. Gimas said that there had been a meeting with Shaun Suhoski, Greg Morse and the residents of Farquhar Road, and resolutions had been proposed. She said that the residents are willing to sign easements to allow the Town to go onto their properties to make repairs.

P. Gimas said that she had been unable to attend the tornado recovery meeting with the residents, and asked how it had gone. T. Creamer said that it went well, and had been a public meeting, but it had not been televised. He recommended that another meeting be held on November 2nd.

M. Dowling said that the Police Department had applied for a grant for a School Resource Officer and also to improve the technology in the Junior High School and High School, and asked about the status of that grant. S. Suhoski said that he had discussed it with the Police Chief, who indicated that the grant for technology was not awarded to Sturbridge due to the demographics of the community vs. an urban community; the grant for the SRO is still pending. It was

the consensus of the Board to set aside time at the November 14th meeting, and invite Police Chief Thomas Ford to discuss the matter.

T. Creamer said that the Board had discussed conservation restrictions on Town-owned properties, and noted that the only conservation restriction that exists is on the Old Sturbridge Village property because the Division of Fisheries and Wildlife had paid half of the purchase price of that property. He felt that the Town had not done due diligence, and suggested reaching out to different parties.

T. Creamer said that regarding the easement with Old Sturbridge Village, the Board of Selectmen had signed the contracts and the deed for that property. He noted that the Board would be responsible for being involved in discussions because the deed is under its name; the Division of Fisheries and Wildlife would have a stake in the discussions on that easement because that property is jointly owned by the Town and the Division of Fisheries and Wildlife. S. Suhoski explained that the easement is one that Old Sturbridge Village would grant to the Town to go over their property. T. Creamer said that it is an agreement between Old Sturbridge Village and the Town, so the Board of Selectmen would have to authorize and sign that agreement. He requested that he be provided with documents specific to the easement so that he could have a chance to review them. M. Blanchard suggested that the entire Board be given the documents.

T. Creamer asked about the status of pursuing conservation restrictions on the Heins property, the Shepard parcel and the Riverlands. S. Suhoski said that he did not have an update, but would look into it.

T. Creamer suggested that a fence be installed around the air handling unit of the HVAC system at Burgess to prevent explorers from climbing on the pipes, and to serve as a sound barrier. S. Suhoski said that it had been discussed by the Burgess School Building Committee, project engineer and architect, and he will get quotes on it soon.

New Business

MOTION: To post the warrant for the Special Town Meeting for November 7, 2011, by M. Blanchard.

2nd: P. Gimas

Vote: Four in favor; A. Ellison absent.

M. Blanchard read the Sturbridge/Stourbridge Rotary Friendship Day proclamation into the record.

MOTION: That the Board of Selectmen sign the proclamation declaring October 12, 2011 as Rotary Friendship Day, by M. Blanchard.

2nd: P. Gimas

Four in favor; A. Ellison absent.

Ask the Selectmen/Citizens' Forum

Carol Childress, New Boston Road, appeared before the Board. She said that Penny Dumas will send an email to S. Suhoski, T. Creamer, M. Dowling, David Barnicle and Erin Jacque to say that the Community Preservation Committee wants to see something done about conservation restrictions. She said that Ed Goodwin had called the Dept. of Fisheries and Wildlife about holding conservation restrictions. She noted that state agencies are not looking to hold any more properties than they are now, much less conservation restrictions, because of the long-term monitoring involved. She said that she had spoken to the Trustees of Reservations and informed the CPC about that. She said that they are willing to consider a package of information which includes maps showing which parcels the Town wants to put conservation restrictions on, and how contiguous they are to properties that they own. She said that the email will describe this in detail.

C. Childress said that if the CPC cannot find a viable organization or state agency that will hold these conservation restrictions, she advised that the Town go back to the Community Preservation Coalition and the Dept. of Conservation and Recreation to say that the Town has to fulfill these requirements according to law, but cannot find anyone to hold these conservation restrictions. M. Dowling suggested getting input from Town Counsel.

C. Childress asked where the easement at Old Sturbridge Village would go. S. Suhoski said that it would be at the parking area to the Heins farm at the corner of the access road so that the parking area can be expanded. T. Creamer asked for an update on it.

Allan Butts asked whether there was a form available for people to use who want to start petitions. M. Dowling said that Mike Caplette, Town Moderator, had said that each petition is so fact specific that there is no form, but he is willing to put his name and email address on the Town website under petitions, and is willing to talk to residents about their petitions prior to going out to obtain signatures. T. Creamer said that individuals who are interested in starting petitions should first see the Town Clerk, who will give them a brochure of information about petitions.

A. Butts asked about spackling on the window in front of Town Hall, and the fact that the stairway is visible. S. Suhoski said that there had been a discussion by the Building Committee before the work was done as to whether to black it out, and they decided to leave it like that. T. Creamer suggested installing some blinds to the windows to conceal the stairway.

MOTION: To adjourn, by M. Blanchard.

2nd: P. Gimás

Vote: Four in favor; A. Ellison absent.

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Respectfully submitted,

Judy Knowles

BOS Clerk

Date