

April 17, 2012

**BOARD OF SELECTMEN
MINUTES
APRIL 17, 2012**

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

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

Call Firefighter Appointments

MOTION: That the Board of Selectmen ratify the following appointments by the Town Administrator to the Sturbridge Fire Department as Call Firefighters:

<u>Name</u>	<u>Current Cert.</u>	<u>Hiring Rate/Hour</u>
Ovidiu Tichlea of Sturbridge	FF/EMT-P	\$17.90
Bryan Swanda of Fiskdale	EMT – B	\$15.06
Scott Belanger of Fiskdale	EMT – 1	\$16.73
James Lapierre of Spencer	FF	\$13.38

All appointments are subject to a pre-employment CORI check and six-month probationary period and completed appropriate paperwork, by M. Blanchard.

2nd: P. Gimas

Vote: All in favor.

Table 3 Restaurant Group Change of DBA for Liquor License

S. Suhoski submitted to the Board an application for the proposed change of d/b/a for Table 3 Restaurant Group from Whistling Swan and Ugly Duckling Loft to The Whistling Swan, Avellino & the Duck for the premises located at 502 Main Street.

MOTION: That the Board of Selectmen approve the change of DBA for Table 3 Restaurant Group I, LLC d/b/a Whistling Swan and Ugly Duckling Loft to Table 3 Restaurant Group I, LLC d/b/a The Whistling Swan, Avellino & the Duck for the premises located at 502 Main Street, by M. Blanchard.

2nd: P. Gimas

Vote: All in favor.

Mark Manthorne – Sturbridge Auto Body Change DBA for Class II Dealer License

S. Suhoski submitted to the Board the proposed change of d/b/a for Mark Manthorne d/b/a Sturbridge Auto Body to Mark Manthorne d/b/a DND, Inc. for the Class II business located at 227 Main Street.

MOTION: That the Board of Selectmen approve the change of DBA for Mark Manthorne d/b/a Sturbridge Auto Body to Mark Manthorne d/b/a DND Inc. for the Class II License for the premises located at 227 Main Street, by M. Blanchard.

2nd: P. Gimas

Vote: All in favor.

Arbor Day Proclamation and Programs

Tom Chamberland, Tree Warden, outlined the activities planned for Arbor Day. A proclamation was prepared declaring April 22, 2012 as Arbor Day in the Town of Sturbridge.

MOTION: That the Board sign the proclamation declaring April 22, 2012 as Arbor Day in the Town of Sturbridge, by M. Blanchard.

2nd: P. Gimas

Vote: All in favor.

Board Administrative Voting Assignments

Betterment Committee: Mary Redetzke

Sturbridge Tourist Association: Tom Creamer

Personnel Committee: Mary Blanchard

Burgess School Building Committee: Mary Dowling

MOTION: To approve the following assignments: Betterment Committee – Mary Redetzke; Sturbridge Tourist Association – Tom Creamer; Personnel Committee – Mary Blanchard; Burgess School Building Committee – Mary Dowling, by P. Gimas.

2nd: M. Blanchard

Vote: All in favor.

FY13 Road Management Program

S. Suhoski submitted to the Board the update to the road program. He said that in taking the time to thoroughly understand the prior administrator's process, and by taking the time to fully digest the condition of Sturbridge's roadways through field review and follow-on discussion with the DPW Director, he said that the document provides a better understanding of the growth in the road network and the attendant demands placed upon the Dept. of Public Works in the face of ever-escalating costs of bituminous

concrete. Based upon the information contained in the report, he decided to make two final revisions to the Town Administrator's budget proposal for FY13, namely,

- To allocate \$73,250 from the TA's budget surplus to line item #14212-52430 for Road Construction, and
- To allocate \$50,000 from the TA's budget surplus to the Reserve Fund.

S. Suhoski said that the road program funding for FY13 would total nearly \$714,000 between local and Ch. 90 state aid. This could accomplish roughly 6.5 miles of pavement, or, more likely a mix of paving, repair and design contracts that exceed the scope of the past several years' efforts.

It was the consensus of the Board to accept the road program.

FY13 Operating Budget Final Recommendations

The Board has nearly completed its work on the FY13 budget with the exception of line items 104 and 106 related to roadway reconstruction and maintenance. Based upon all known revisions to date, the Board of Selectmen has a \$194,725 surplus available to allocate. The Finance Director has recommended that the Board increase the Reserve Fund by \$62,500 and then put the balance in the Road Construction or Stabilization Fund. With completion of the update road program as noted in the prior item, S. Suhoski will be allocating an additional \$73,250 to Road Construction and \$50,000 to the Reserve Fund in his budget proposal. The Board has not funded certain personnel requests and therefore has a greater surplus available.

MOTION: That the Board of Selectmen increase Line Item #176 (Reserve Fund) by \$62,500 to a new total of \$125,000, by M. Blanchard.

2nd: P. Gimás

Vote: Four in favor; M. Dowling abstained, to be consistent with budget votes.

MOTION: That the Board of Selectmen increase Line Item #106 (Road Construction) by \$132,225 to a new total of \$337,225, by M. Blanchard.

2nd: P. Gimás

Vote: Four in favor; M. Dowling abstained, to be consistent with budget votes.

Annual Town Meeting Warrant

The Annual Town Meeting warrant was closed by the Board on April 2nd. S. Suhoski said that whereas the final budget adjustments have likely been established by the Board under the prior item, the Board may wish to include a recommendation on Article 3 with respect to the budget. Also, the office was advised that the Planning Board did in

fact vote to recommend acceptance of several new town ways and the Board will be requested to vote its "intent" to lay out the new public ways at the April 23rd meeting.

MOTION: That the Board of Selectmen reopen the June 4, 2012 Annual Town Meeting warrant, by M. Blanchard.

2nd: P. Gimas

Vote: All in favor.

MOTION: That the Board support Article 3 of the Annual Town Meeting warrant and authorize the Town Administrator to initiate all legal posting requirements in conjunction with the Town Clerk, by M. Blanchard.

2nd: P. Gimas

Vote: All in favor.

MOTION: That the Board support Article 27 of the Annual Town Meeting warrant, by P. Gimas.

2nd: M. Dowling

Vote: Four in favor; M. Blanchard abstained, as she is an abutter.

MOTION: That the Board support Article 28 of the Annual Town Meeting warrant, by M. Blanchard.

2nd: P. Gimas

Vote: All in favor.

MOTION: That the Board support Article 29 of the Annual Town Meeting warrant, by M. Blanchard.

2nd: P. Gimas

Vote: All in favor.

MOTION: That the Board support the Board of Selectmen budget vs. the petition at level funding, by M. Blanchard.

2nd: P. Gimas

Vote: All in favor.

M. Redetzke distributed a police vehicle mileage sheet.

MOTION: That the Board reconsider Article #14, by M. Redetzke.

2nd: M. Blanchard

Vote: All in favor.

MOTION: That the Board support the police vehicle, by M. Redetzke.

2nd: M. Blanchard

Vote: Four in favor; T. Creamer opposed (no action)

M. Redetzke suggested getting a breakdown of costs. She asked about the ambulance warranty.

MOTION: To close the Annual Town Meeting warrant for June 4, 2012, by M. Blanchard.

2nd: P. Gimas

Vote: All in favor.

Special Town Meeting Warrant

S. Suhoski noted that on April 10 the Board had closed the Special Town Meeting warrant for June 4, 2012 just after the Annual Meeting. He requested the Board's assent to initiate the official posting requirements.

MOTION: That the Board of Selectmen authorize the Town Administrator to initiate all legal posting requirements in conjunction with the Town Clerk for the Special Town Meeting scheduled for June 4, 2012, by M. Blanchard

2nd: P. Gimas

Vote: All in favor.

Department Head Reports

Based upon discussion by the Board in March, S. Suhoski offered the following revised proposal for the Board's consideration. It maintains the more frequent bi-monthly contact with the major departments and allows a rolling schedule for other departments to come before the Board. Lastly, it rotates the order of reports so the department heads each have the opportunity to get out early. This was offered solely as a suggestion to the Board.

May 2012:

Police
Fire
Building Inspector
DPW
Water / Sewer
+ Conservation/Trails

June 2012:

DPW
Water/Sewer
Conservation

July 2012:

Water / Sewer
Police
Fire
DPW

November 2012:

Fire
DPW
Water/Sewer
Police
+ Conservation/Trails

January 2013:

Police
Fire
DPW
Water/Sewer

+ Recreation

September 2012:

DPW

Water / Sewer

Police

Fire

+ Council on Aging

+ Recreation

March 2013:

Water/Sewer

Police

Fire

DPW

+ Council on Aging

S. Suhoski noted that the Town Planner and Finance Director are not included as they typically appear before the Board several times per year on an as-needed basis.

The Board offered further revisions to the proposed Department Head Reporting Schedule, to be finalized on April 23rd.

Town Administrator's Workplan and Goals

S. Suhoski submitted to the Board a copy of the proposed workplan provided to the Board back in February. It has been revised one time by S. Suhoski in response to the Board's initial comments; however, S. Suhoski welcomed the Board's further review and guidance.

Consistent with his concerns of February 2012 when this issue was previously discussed, T. Creamer reiterated his belief that too many items that were day-to-day responsibilities of the Town Administrator or items that were directed by the Town Charter and as such he did not believe they should be considered goals, as it gave the appearance that the Board was merely asking him to fulfill his day-to-day obligations, T. Creamer further stated his position that the goals needed to be more Specific, Measurable, Attainable, Realistic and Time-based.

The Board offered further discussion regarding the Town Administrator's workplan and goals.

Miscellaneous Items

Following are updates on other ongoing matters:

- **WWTP Noise Concerns:** Received email from project engineer that the noise mitigation system approved by the Board has been substantially installed. The DPW Director reported an immediate reduction in noticeable sound. S. Suhoski noted that the residents of Sturbridge Hills have requested a final meeting on site at the WWTP to review the mitigation project. He anticipates the meeting will happen this or next week.
- **Mountain Brook Private Road Association:** Additional information relative to the method of enacting a betterment project was forwarded to the Board and S. Suhoski

has also shared this information with the road association so they may determine their next steps.

- **Riverlands Environmental:** (no change – in process) As reported previously, the groundwater sampling was recently conducted with a report and recommendation expected by the first week in May. It is hoped that large portions of the site will be deemed “clear” and that any mitigation will be focused to specific areas.
- **Insurance Advisory Committee:** Conducted initial discussion with collective bargaining representatives, non-union personnel, retiree representatives concerning the status of the Town’s insurance plan offerings and potential modifications. Plan is to have follow-up meeting on Monday, April 23, and to negotiate to a written MOA for plan design changes to be effective in FY14.
- **Walker Road Improvements:** CME and the DPW Director field-walked and staked Walker Road to review potential impacts of a 21-foot wide ROW versus an 18-foot ROW. The draft plans will be shared with residents in the near future before bringing the matter back before the Board.
- **Walker Pond Drainage:** Dave Prickett of Tighe & Bond has submitted a revised technical memorandum. S. Suhoski has not yet had the opportunity to review the document and discuss with the DPW Director. He is hopeful with the road program updated that we can move forward in the next week or two.
- **Route 15 Wastewater/Water:** (no change) The report was emailed to your Board last week. Tighe & Bond can undertake additional work seeking USDA or other grants at a separate cost.
- **Other Meetings / Miscellaneous:** Met with Assessor and Finance Director re: budget items; met with BOH Chair re: private road issue; telephone conference with Town Counsel re: solar power agreement principles; met with citizen offering a gift of land; met with defense attorneys and assistant district attorney re: trespassing / vandalism at water tank; attended Town Hall / COB Building Committee meeting same night as portion of Burgess School Building Committee; met with Tree Warden and Honor Roll committee volunteers regarding relocation of trees on Town Hall lawn.

Correspondence

M. Blanchard read the correspondence list into the record.

Old Business

M. Blanchard asked S. Suhoski whether he had spoken with Trish McCleary regarding the banner for Lyme Disease Awareness Month. S. Suhoski said that he had responded by email and connected her with the Chamber of Commerce and Building

Inspector to see whether placement of the banner at the Visitors' Center would be appropriate.

P. Gimas asked whether the Community Development Block Grant awards were expected soon for the Sturbridge Retirement Cooperative's application. S. Suhoski said that he expected it around June.

P. Gimas asked when the old drain pipe off Farquhar Road would be discontinued. S. Suhoski said that he would check with the DPW Director to establish a timeline, but he did say it would be done in the spring.

M. Dowling asked about the status of the Riverlands. S. Suhoski stated that all samples were to have been collected and that a final report should issue in May.

M. Dowling thanked Melissa Beauchemin, Council on Aging Director, and the Senior Center for hosting a tea event.

T. Creamer asked the Town Administrator about the status of Blackboard Connect. S. Suhoski responded that the contract had been signed, and that the Town would be assigned a service representative.

T. Creamer requested a report on the use of Betterment funds for sidewalk repairs.

T. Creamer asked about the status of the abandoned motor vehicle hearings. S. Suhoski said that hearings had been held beginning in January. T. Creamer requested a written report on same.

T. Creamer mentioned that residents of Willard Road may want to hold a "block party" and seek road closure.

T. Creamer obtained a consensus of the Board that resumes for any staff appointments be provided at least one meeting prior to the actual appointment vote.

New Business

M. Redetzke raised the idea of the Board of Selectmen going to various areas to "meet and greet" residents. Much discussion ensued concerning the Open Meeting Law and the need to ensure that no quorum is ever present. M. Redetzke will begin organizing a schedule to ensure that no more than two members of the Board are present at such events.

Approval of Minutes

MOTION: To approve the minutes of July 13, 2011 as amended, by M. Blanchard.

2nd: P. Gimas

Vote: Four in favor; M. Redetzke abstained.

MOTION: To approve the minutes of August 1, 2011 as amended, by M. Blanchard.

2nd: P. Gimas

Vote: Four in favor; M. Redetzke abstained.

MOTION: To approve the minutes of August 22, 2011 as amended, by M. Blanchard.

2nd: P. Gimas

Vote: Four in favor; M. Redetzke abstained.

MOTION: To approve the minutes of January 9, 2012 as amended, by M. Blanchard.

2nd: P. Gimas

Vote: Four in favor; M. Redetzke abstained.

MOTION: To approve the minutes of February 6, 2012 as amended, by M. Blanchard.

2nd: P. Gimas

Vote: Four in favor; M. Redetzke abstained.

MOTION: To approve the executive session minutes of September 12, 2011 and to release them, by M. Blanchard.

2nd: P. Gimas

Vote: Four in favor; M. Redetzke abstained.

MOTION: To adjourn, by M. Blanchard.

2nd: P. Gimas

Vote: All in favor.

The meeting was adjourned at 10:20 p.m.

Respectfully submitted,

Judy Knowles

BOS Clerk

Date