

July 2, 2012

**BOARD OF SELECTMEN
MINUTES
JULY 2, 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.

The Winebuyer's Outlet – Common Victuallers License

Upon a query from Selectman Blanchard, the file for this applicant was reviewed and noted that while the business does have a license from the Board of Health to sell food, the Common Victualler license was never obtained.

The hours of operation are Sunday, 12p-5p; Monday-Tuesday, 11a-7p; Wednesday, 10a-7p; Thursday, 10a-8p; and Friday-Saturday, 10a-9p.

MOTION: That the Board of Selectmen grant a Common Victuallers license to The Winebuyer's Outlet, LLC, d/b/a Sturbridge Cheese & Chocolate, 453 Main Street, with hours of operation: Sunday, 12p-5p; Monday-Tuesday, 11a-7p; Wednesday, 10a-7p; Thursday, 10a-8p; and Friday-Saturday, 10a-9p, by M. Blanchard.

2nd: P. Gimas
Vote: All in favor.

Discussion re. Regional Trails Master Plan with Conservation Commission and Trails Committee

Randy Redetzke, David Barnicle and Brandon Goodwin appeared before the Board. Randy Redetzke, Chairman of the Trails Committee, discussed the review, task assignment and timelines, and said that a five-year timeline might be possible with full funding, although it is aggressive. He noted that the five-year timeline would begin after the approval of the plan.

Brandon Goodwin said that the plan is not intended to be on private property, but to provide access to all neighborhoods.

Don Miller discussed sanitation and invasive species if there is more access to Great Ponds. R. Redetzke said that the state government takes the lead on monitoring to prevent the spread of invasive species. David Barnicle said that it is premature to

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discuss that issue. R. Redetzke said that milfoil is an issue now, and the Sturbridge Lakes Advisory Committee will offer support on this issue.

R. Redetzke made a plea for additional trails volunteers.

S. Suhoski provided an update to the Board, and said that he had a discussion with Bob Levite.

Board of Selectmen Certificate of Appreciation Program

M. Dowling provided a document to the Board. She said that she had spoken with Superintendent Durgin and will soon meet with the new Superintendent Nosek.

A lengthy discussion followed.

Town Hall/Town Administrator Office Hours

M. Dowling said that the Board should provide the Town Administrator with better guidance regarding 8:00 a.m. start time vs. the Town Administrator's written employment contract, and noted that the employment contract takes precedence over policy that varies.

T. Creamer said that comp time is guaranteed as part of Mr. Suhoski's contract, so long as it does not interfere with administrative duties. He said that advance notice should be provided, as would be expected by the Town Administrator from those employees who report directly to him. M. Blanchard said that it is common courtesy to notify the Board of Selectmen of flex time.

M. Dowling left the meeting at 9:21 p.m.

Following the last meeting, S. Suhoski directed all Town Hall and Center Office Building departments to arrange coverage during the hours of Noon to 1:00 p.m., and departments have already initiated this process. He noted that the only exceptions are when part-time or limited staff offices are involved, or during vacation or sick leave. Whenever offices are not covered during the lunch hour, they are posted as such.

S. Suhoski said that he plans to address the Board's discussion over the potential opening of offices until 7:00 p.m. one night per week at the next staff meeting on July 18th. He emailed department heads to alert them to this, and to have them brainstorm ideas on how to achieve this change for at least a trial basis.

S. Suhoski said that all departments in Town Hall and the Center Office Building that are able are now open between noon and 1:00 p.m.

MOTION: That all available Town departments remain open during the lunch period (12:00 noon to 1:00 p.m.) and maintain regular business hours, by T. Creamer.

2nd: M. Blanchard

Vote: Four in favor; M. Dowling absent.

MOTION: That the Town Administrator provide the Board with a plan for implementation of lunch hours for its July 9th meeting, by T. Creamer.

2nd: P. Gimas

Vote: Four in favor; M. Dowling absent.

Request to Allow Donations of Sick-Leave to Fire Dept. Employee

S. Suhoski informed the Board that Robert Johnson Jr., a Firefighter/Paramedic, suffered a non-work related injury that required minor surgery and a period of time out from work. He has nearly exhausted his sick leave and members of the Fire Department have offered to donate some of their accrued time.

The Union contract is silent on this issue, but, the process is allowed upon approval of the Board under Section 5.1.G of the Town's Personnel Policies which states:

With the approval of the Board of Selectmen, when an employee is expected to be out of work for an extended period of time, other employees may donate a portion of their accrued sick leave to the employee that is out of work. There is no requirement that any employee donate time, it is strictly voluntary and any time that is donated but not used shall revert back to the employee that donated the time. In no case shall a "sick leave bank" be created.

S. Suhoski requested that the Board authorize the use of Section 5.1.G of the Personnel Policy in favor of this employee, and he will advise the Board of any changes to this employee's status going forward. This process has been used for both union and non-union employee needs in the past.

MOTION: That the Board of Selectmen authorize the donation of sick-leave to the above-named member of the Fire Department as allowed under Section 5.1.G of the Town's Personnel Policies, by M. Blanchard.

2nd: P. Gimas

Vote: Four in favor; M. Dowling absent.

Additional Disaster Reimbursement Information

The Board was copied on the correspondence enclosing the Town's additional reimbursement requests totaling \$59,047.40 for the following work associated with the tornado and tropical storm disasters in 2011:

<u>Disaster</u>	<u>Agency</u>	<u>Work</u>	<u>Elig. Cost</u>	<u>Reimb. Tot. (%)</u>
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June 2011 Tornado	FHWA/MaDOT	Debris / non-federal aid roads	\$18,883.18	\$18,883.18	(100%)
June 2011 Tornado	FEMA/MEMA	Debris / DPW access and fields	\$12,778.30	\$9,583.73	(75%)
June 2011 Tornado	FEMA/MEMA	Debris / Stallion Hill forest plan	\$11,593.13	\$8,694.85	(75%)
Aug. 2011 TS Irene	FEMA/MEMA	Police/Fire/DPW townwide resp.	\$29,180.85	\$21,885.64	(75%)

The \$21,885.64 reimbursement sought for Tropical Storm Irene represents the total claimed costs and only expected reimbursement. This disaster will be closed-out upon receipt of the funds.

With respect to the tornado, the Town has received over \$103,000 in reimbursements from FEMA/MEMA to date. The current request totals \$37,161.76 and S. Suhoski anticipates one additional project worksheet for roughly \$26,000 to be generated with respect to the tornado-related cleanup.

S. Suhoski noted that the Town is nearing the end of the cleanup and substantial administrative paperwork associated with the disasters of 2011. He said that once all documentation and reimbursements are known a full and final accounting of all expenses and reimbursements will be made available to the Board and the public.

Stump Removal Program and Grant Application

Further to the Board's wish to expedite stump removal along Willard Road, the DPW Director has initiated force-account and sub-contracted efforts to remove the massive dislodged stump and others as a priority effort. These costs will be borne through roadway maintenance funds.

As noted at the last meeting, the removal of stumps is not eligible for FEMA reimbursement and S. Suhoski is completing a grant application to the Executive Office of Energy and Environmental Affairs to fund the grinding and/or removal of stumps from the public rights-of-way in tornado-affected neighborhoods in coordination with the DPW Director and Tree Warden. The grant funds can be used for additional debris clearance and reclamation (including aesthetic) of public places and parks.

Following consultation with the Recreation Director, DPW Director, Tree Warden and Town Planner, S. Suhoski offered the following proposed items for inclusion in a \$260,000 grant application to reclaim damage to public lands associated with the June 2011 tornado:

Contracts

\$40,000	Stump Removal Program (aesthetic and reclamation projects allowed by this funding source)
\$10,000	Debris Removal and Reclamation Program (DPW/Town Barn Field access road: 600+/- feet and environs)
\$5,000	Debris Removal and Reclamation Program (Trolley Line Trail: 350-400 feet between Holland Rd. and East Brimfield Dam)

Equipment

\$145,000	DPW: Tractor with Special Vegetation Control Attachments (includes boom with ability to trim to heights of 14-16 feet; more cost effective than outsourcing contractor)
\$60,000	UTV (Bobcat or similar) for Trails Maintenance (includes 60" brush cutter; allows clearance and maintenance of trails in-house)

While S. Suhoski will make a persuasive argument for all of the above items, he is leery of the dual requests for equipment both receiving funds. The Town's priorities are the first four items listed.

MOTION: That the Board of Selectmen authorize the Town Administrator to seek grant funds for tornado-related debris removal and equipment through the Executive Office of Energy and Environmental Affairs and to authorize his execution of any required documentation, by M. Blanchard.

2nd: M. Redetzke

Vote: Four in favor; M. Dowling absent.

Conservation Agent

S. Suhoski and the Conservation Commission Chairman reviewed over 40 applications, interviewed six preliminary candidates, selected two finalists and interviewed one finalist to date (the other withdrew after his community funded the position for FY13).

The Conservation Commission Chairman and S. Suhoski concurred that the next rated preliminary candidate be given a second interview, and that process will be completed this coming week, as she was on vacation. It appears that the Board will be provided with information on the recommended appointee prior to the July 9th meeting for requested action on July 16th.

Miscellaneous Items

Following are updates on other ongoing matters:

- **SCTV Equipment Upgrade IFB:** S. Suhoski issued Addendum No. 1 to the IFB for upgrades to equipment for the local cable access station. Deadline remains July 5 with funding through the Charter cable license agreement. This equipment, once fully installed and operational, will greatly enhance the scheduling and playback of programming as well as provide the platform for "video on demand" for public meetings.
- **Town Hall / Center Office Building Project:** S. Suhoski sought quotes for installation of the screening for the HVAC units at Town Hall and is seeking quotes

for installation of outdoor water spigots at Town Hall (and, alternatively at COB). He met with the Town's project manager and he outlined a recommended process for advancing the HVAC and remaining warranty claim (plaster / paint repair on first floor). He will keep the Board apprised.

- **Solar Power Project Status:** (No change) Due to travel and vacation schedules, the EAC did not meet last week. However, he met with the project developer to discuss the initial Town Counsel review for the power purchase agreement language. The EAC will need to meet to establish a new target date for presenting the roster of sites reviewed and recommended course-of-action, with a likely request to be on the July 9th or July 16th Board of Selectmen agenda. The developer would also be part of this update.
- **Riverlands Environmental:** The project engineer said that the peer review was completed and that there was "about an hour" of time to complete the work. S. Suhoski did not get to speak personally with him.
- **Insurance Advisory Committee:** (No change) The Board included insurance review as a specific goal. Given the pendency of Town Meeting, S. Suhoski will seek to schedule additional meetings once completed.
- **Walker Road Improvements:** The DPW Director and S. Suhoski will meet with residents for informational purposes on Tuesday night. S. Suhoski has had several residents question the scope of work and express concerns. S. Suhoski has advised that Tuesday's meeting is informational only, and that the Board will need to discuss the project in open session at a future meeting before a decision is made.
- **Walker Pond Drainage:** Dave Prickett of Tighe & Bond presented phasing options at your May 21 meeting. S. Suhoski learned recently from the DPW Director that Mr. Prickett is no longer with the firm. Separately, S. Suhoski initiated inquiries about potential grant funds for portions of the work.
- **Route 15 Wastewater/Water:** The report was emailed to the Board. Tighe & Bond can undertake additional work seeking USDA or other grants at a separate cost. The Town Planner and S. Suhoski successfully worked to include this project in the regional Comprehensive Economic Development Strategy document prepared by the regional planning commission. It is helpful to have projects shown as a regional priority when seeking grant funds and S. Suhoski appreciates Jean's assistance on this item.
- **Municipal Buildings Study:** A coordination meeting with Lamoureux-Pagano Associates has been held and the Board's wish to include a focus on maintenance issues will be implemented. The firm will begin after the new fiscal year starts on July 1st with a report expected by September 1st.

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- **Mountain Brook Private Road Association:** Sent courtesy email on 6/29 inquiring of status of road association's efforts.
- **Other Meetings / Miscellaneous:** S. Suhoski met with Recreation Director; Initiated contact with potential consultant for conservation restriction development; Met with plumber re: installation of water spigot; Named Chairman of CMRPC Legislative Affairs Committee; Attended Western Mass. Casino Task Force meeting; Participated in emergency management work group planning meeting (will present updates at July 9th BOS meeting under Chief's report); Participated in troubleshooting session with BlackBoard Connect; Brief meeting with Historic Commission chairman re: proposed COB sign; Met with four citizen walk-ins re: various issues.

Correspondence

M. Blanchard read the correspondence list into the record.

Ask the Selectmen/Citizens' Forum

There was one phone call, asking whether the Board "can agree to disagree."

Citizen input resulted in Carol Childress asking whether the Conservation Commission had determined whether to use wetland protection funds for the Conservation Agent position. S. Suhoski said that the request had been conveyed to the Conservation Commission Chairman, but it is not known whether it had been discussed at their most recent meeting.

MOTION: To convene in executive session under MGL Ch. 30A, §21, Paragraph #3: To discuss strategy with respect to collective bargaining and litigation; and #6: To consider the purchase, exchange, lease or value of real estate; and to reconvene in open session, by M. Blanchard.

2nd: P. Gimas

Roll call vote: M. Blanchard in favor; M. Redetzke in favor; P. Gimas in favor; T. Creamer in favor.

The Board convened in executive session at 10:13 p.m.

Respectfully submitted,

Judy Knowles

BOS Clerk

Date