

October 15, 2012

**BOARD OF SELECTMEN
MINUTES
OCTOBER 15, 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.

Public Service Announcements

P. Gimas announced that the next Meet the Selectmen will take place on Friday at the Senior Center from 10:00 a.m. to 11:00 a.m., with P. Gimas and T. Creamer in attendance.

M. Redetzke announced the Book Sale at the Joshua Hyde Library on October 31, 2012 from 5:00 p.m. to 7:00 p.m.

M. Dowling announced Trick or Treat and Trunk or Treat activities from 6:00 p.m. to 7:00 p.m. and the Horribles Parade, to take place on October 31, 2012 at 7:00 p.m.

Community Development Strategy Update

S. Suhoski noted that this item has been advertised as a Public Hearing. He said that there were only a few recommended housekeeping edits from Town Planner Jean Bubon. Jean Bubon, Town Planner and Jim Mazik of Pioneer Valley Planning Commission appeared before the Board. The Town is required to have an updated CDS as part of any Community Development Block Grant application.

The base document was approved by the Board on November 14, 2011 following public input and a recommendation from the Community Development Advisory Committee. The Board was requested to approve the CDS document as revised October 15, 2012.

The Board discussed the present program and scoring. Jim Mazik advised regarding Brookfield as a regional applicant. He discussed the CDS purpose. J. Bubon said that CDS is updated and appropriate.

MOTION: That the Board explore a joint application with Brookfield, by M. Blanchard.

2nd: M. Redetzke

Vote: Four in favor; P. Gimas abstained.

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MOTION: That the Board of Selectmen approve the Community Development Strategy as revised on October 15, 2012, by M. Blanchard.

2nd: M. Redetzke

Vote: Four in favor; P. Gimas abstained.

Department Head Reports

Greg Morse, DPW Director reviewed his report with the Board. He requested that the Board approve a roster of snow plow bids.

MOTION: That the Board award plowing and sanding bids per the list provided by the DPW Director dated October 11, 2012 #1-#20; and fill-ins #1-#7, by M. Blanchard.

2nd: P. Gimas

Vote: All in favor.

Shane Moody, Veolia Water North America reviewed his report with the Board. He discussed water valves, water main flushing and the water ban. M. Blanchard distributed information on usage.

Melissa Beauchemin, Council on Aging Director reviewed her report with the Board.

The Winebuyer's Outlet – Change of Location on Liquor License

M. Blanchard read the legal notice into the record. Attorney Ed Neal appeared before the Board. M. Blanchard asked whether abutters were notified. S. Suhoski said that they were.

MOTION: To approve the change of location for The Winebuyer's Outlet to the former Rom's location, pending submittal of appropriate financial page, by M. Blanchard.

2nd: P. Gimas

Vote: All in favor.

Tornado Relief Grant Awarded \$286,100.00

In early July, S. Suhoski had advised the Board that he had prepared and submitted a grant application to the Executive Office of Energy and Environmental Affairs for tornado relief funds.

S. Suhoski was pleased to report that the state saw the merit in the equipment purchases proposed by the Town, as these will have a much longer-term beneficial impact to the community (10+ years) as opposed to one-shot contract operations.

The grant award will fund the following items:

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- \$200,000 for equipment purchases (larger tractor with multiple attachments and brush hog/boom flail for roadways, and, a smaller multi-use ATV type tractor for access and maintenance of trails and smaller public spaces)
- \$50,000 for contracted stump removal throughout all impact areas and environs as well as aesthetic reclamation at the Town Barn ballfields and access road
- \$36,100 for debris and hazard tree removal on Town's trail network



Greg Morse, Tom Chamberland and Lynne Girouard provided key input to the Town's needs to support the grant application. They will be meeting to further refine the procurement and contracting needs and timeline.

Whereas the grant's effective date is September 15, the Willard Road and other selective stump removal completed to date will be funded through DPW road maintenance and a \$1,550 donation from the Back of the Pack road race. The cost for the work done in advance of the grant was \$9,762.50.

S. Suhoski noted that Richard K. Sullivan, Secretary of Energy and Environmental Affairs, will make a multi-town grant announcement (for Sturbridge, Southbridge and Brimfield) at the Brimfield Town Hall on Wednesday, October 24 at 9:30 a.m. He requested that the Selectmen feel free to attend.

Appointments to Senior Municipal Service Program

Joan Lisi, of New Boston Road, and Carol Corriveau, of Main Street, have been qualified to participate in the SMSP. Each of these individuals are physically unable to work and Grace Repucci has volunteered to undertake the hours for both applicants.

MOTION: That the Board of Selectmen approve the two above-named applicants for the Senior Municipal Service Program with Grace Repucci to volunteer the hours at the Council on Aging, by M. Blanchard.

2nd: P. Gimas

Vote: All in favor.

Appointment of Recording Secretary for Government Services Study Committee

S. Suhoski noted that the Town properly posted the GSSC recording secretary position and received two applications. Both candidates had strong credentials; however, Diane Trapasso has significantly more direct experience with this function supporting the Town of Sturbridge Planning Board. The other applicant's credentials have been kept on file and will be included with any recruitment to fill the vacant Finance Committee recording secretary position.

MOTION: That the Board of Selectmen ratify the Town Administrator's appointment of Diane Trapasso as Part-time Clerk (Recording Secretary) for the Government Services Study Committee at a starting rate of \$15.00 per hour (Grade 2, Step 5) effective immediately, by M. Blanchard.

2nd: P. Gimás

Vote: All in favor.

Fire Call Department Staffing

Further to the Board's discussion last week, S. Suhoski submitted to the Board a memorandum from Captain Marinelli splitting the Fire Department's total runs into ambulance and fire calls. He noted that the call department personnel are needed to ensure sufficient response to events. These events include both fire and medical runs and from 2009 through 2011, there were 3,403 ambulance runs out of a total run volume of 4,771. This indicates that medical calls comprise approximately 71 percent of the total run volume. Thus, having call personnel – who are paid only when called to duty and only for those hours worked – is an important component to the scalability of the Fire Department and its workforce.

While having call personnel with both Firefighter 1 and 2, and EMT up to Paramedic qualifications is preferred, there is still a value to having call personnel with one or the other qualification to start. An EMT-Intermediate can be called back for ambulance runs while those with more direct firefighting experience can assist on the ground of a fire scene.

The four proposed call department additions each bring differing qualifications, but, the Fire Chief and Captain believe they are all important to the roster.

S. Suhoski said that he plans to bring forward the four candidate appointees to the meeting on October 22nd. Their full applications remain available for the Board's review.

T. Creamer polled the Board, and three members indicated that they would support the appointments.

Commercial Tourist District RFP

S. Suhoski and Jean Bubon, Town Planner, completed final revisions to the CTD RFP. The RFP has been formally posted, advertised in the Goods & Services Bulletin, and forwarded to the MassPlanner's listserve. S. Suhoski emailed out at least 10 copies of the RFP in just the first few days. The deadline for responses was moved to November 20th to provide consultants with an additional weekend of research and preparation time. He anticipates that they will begin to seek applicants for the implementation committee in November.

Responsive Correspondence to Tony and Paul Fantaroni of Comfort Inn Suites

S. Suhoski submitted to the Board a "draft" response to the September 27th correspondence received by the Board from the Fantaronis.

S. Suhoski was able to speak with them by telephone to discuss their concerns and to advise that the Board has discussed their correspondence at the last two meetings. S. Suhoski composed a letter that generally discusses the tax classification process.

The Board made some minor changes to the letter.

MOTION: That the Board sign the response letter to the Fantaronis as amended, by M. Blanchard.

2nd: P. Gimás

Vote: All in favor.

Other Matters

Following are brief updates on other pending matters.

- **Insurance Advisory Committee:** The Board discussed certain issues in Executive Session on October 9th. S. Suhoski will keep the Board apprised of any further developments.
- **Riverlands Environmental:** [No change – ongoing] S. Suhoski authorized Tighe & Bond to collect the river sediment samples due to a spike in a lead reading that needs to be further delineated. The cost is less than \$500. If this single item can be shown to be within the MCP limits the site can be cleared; however, S. Suhoski has not yet identified a source of funds and may seek a reserve fund transfer for this single item.
- **Municipal Buildings:** The Municipal Building Report has been completed by Lamoureux Pagano Associates in draft format. S. Suhoski is reviewing the content and LPA has been invited to attend either the October 22nd or November 5th meeting to discuss their top findings and answer questions. The Town Hall numbering should be completed in the coming week (simple black "308" installed just above front entryway) to comply with our E-911 responsibility [[update: vendor is awaiting

delivery of the numerals]]. S. Suhoski retrieved and compiled the files needed to advance the final warranty claims for the Town Hall / Center Office Building project. The screening of the HVAC units outside Town Hall is a lower priority and remains pending.

- **Walker Pond Drainage:** [No change – ongoing] Tighe & Bond is contracted to complete baseline survey in the Wells Park / Falls Road area. The baseline design will ensure correct elevations as phases of the system are developed. As the project develops, S. Suhoski will seek potential grant funds for portions of the work including a long-shot effort at a FEMA “Hazard Mitigation Grant.”
- **Other Meetings / Miscellaneous:** In addition to your Board’s meeting S. Suhoski also: met with building department staff regarding compensation for plumbing and electrical inspectors; met with BOH agent regarding various matters; participated in teleconference with BlueWave Capital, Town’s technical advisory and chairman of the EAC regarding solar project status; met with Recreation Committee to discuss current status of field development and master planning concepts; met with Police Chief and volunteer regarding emergency management planning and resources; met with Town Planner, Conservation Agent and Trails Committee member regarding plans for developing GIS database; attended Pioneer Valley Planning Commission discussion with Bruce Stebbins, a Commissioner on the Mass. Gaming Commission to better understand “host” and “impact” community process; issued letters regarding potential zoning violations and met with local property owner regarding an ongoing signage complaint.

Old Business

M. Blanchard: asked about the public building report. SAS said that Lamoureux-Pagano Associates had completed a final draft that he was reviewing for syntax, but, that he would forward on to the BOS. LPA is scheduled to present key observations on November 5 at 7pm.

M. Blanchard asked about the status of the Building Department. S. Suhoski responded that he had met with the Charlton town administrator to discuss a shared arrangement and more recently with the interim building inspector and staff to discuss workload. SAS reminded the Board that Town Meeting had not approved a requested increase from 21 to 28 hours per week and that it appears that more hours are still needed. The work is too substantial for a single shared resource. SAS said that he is proceeding with due deliberation in order to achieve the best framework for the position.

T. Creamer said that it takes time to choose the best course of action and referred to potential consideration of brining the land use departments together under one department head.

P. Gimás said that the Government Services Study Committee will meet with Jean Bubon, Town Planner, on Friday and that information will be shared with the Town

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Administrator.

New Business

M. Blanchard announced that Wendy Hansen resigned as recording secretary for the Finance Committee.

MOTION: To accept the resignation of Wendy Hansen with regret, and well wishes, by M. Blanchard.

2nd: P. Gimas

Vote: All in favor.

P. Gimas thanked Alyssa Rusiecki, Board of Health Agent, for conducting a flu clinic at \$2,000 less.

Ask the Selectmen/Citizens' Forum

A caller noted that the phrase discussed earlier in the evening is actually: "Fill it to the rim with Brim."

MOTION: To convene in executive session under MGL chapter 30A, §18-25, Paragraph #3: To discuss strategy with respect to collective bargaining or litigation; not to reconvene in open session, by M. Blanchard.

2nd: P. Gimas

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

The Board convened in executive session at 8:50 p.m.

Respectfully submitted,

Judy Knowles

BOS Clerk

Date