

November 5, 2012

**BOARD OF SELECTMEN
MINUTES
NOVEMBER 5, 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.

Government Services Study Committee

Members of the Government Services Study Committee appeared before the Board: Priscilla Gimas, Mary Redetzke, Peter Levine and Scott Arndt. P. Gimas presented the report of the Government Services Study Committee to the Board. She read their mission statement: "To make delivery of town services more efficient and less costly while improving quality for our citizens." She said that one of the first orders of business was to meet with the town's department heads to allay any fears and concerns about this committee. She noted that the GSSC is strictly focused on examining how town services are executed, and if and how they can be improved efficiently and less costly. To date they have met with the Police Department, Fire Department and Town Planner.

P. Gimas said that the following questions are asked of all department heads prior to the GSSC's discussion with them. She noted that the purpose of the questions is to examine any common themes throughout the departments, common concerns, duplicated services, etc.

- What specific services do you offer to town citizens? What are the things that your department does/provides to the town citizens?
- If it can be quantified – please indicate how many times you offer this service per year to citizens. (This assumes that this is a transactional service.)
- If possible, can you provide the number of times per month that this service is offered? Is there a monthly fluctuation (e.g., seasonal)?
- Are there things that your department does – services it offers that you do not believe it should offer or should be offered by another department?
- Are there things that your department does not do – services it does not offer that you believe your department should offer?

She discussed nominal consolidation. The GSSC will conduct a site visit to Town of Mendon regarding public safety; also Millville and Hopedale. The GSSC will also look at the Town of Spencer.

Peter Levine discussed regionalization and the Franklin Regional Council of Governments.

M. Dowling asked whether the committee had come up with the idea to explore consolidation in various departments.

M. Dowling requested a copy of James Malloy's report regarding public safety consolidation (efficiency study).

S. Suhoski provided his input to the Board.

Martin Goulet, Lamoureux-Pagano – Municipal Building Study

Marty Goulet of Lamoureux-Pagano Associates appeared before the Board to review key issues from the survey of municipal buildings. A copy of the report was emailed and hard-copied to the Board. The information in the report will be used by the Town to help guide capital and maintenance needs for inclusion in the municipal budget.

M. Goulet said that Lamoureux-Pagano Architects had inspected the six public buildings as described in the original proposal. They also provided additional inspection, testing and report for the Library roof. Their observation summary listed the general description of what they saw at each building and addressed the issues for each building. They also provided a spreadsheet which listed each building, the condition of each component and repair or maintenance recommendations. Some of the items noted require further investigation to determine the extent of a problem, such as the nursery school bathroom, which will require professional input as to the code compliant and preferred solution.

Dissolution of Public Lands Advisory Committee

S. Suhoski submitted to the Board a copy of correspondence dated October 27 documenting the recommendation that the PLAC be formally dissolved as it has completed its original mission.

PLAC chairman Richard LaFranchise notes in his correspondence that the original purpose of the PLAC in 2006 was related to the acquisition of the land known as Leadmine Mountain and Camp Robinson Crusoe previously owned by Old Sturbridge Village. His letter listed the many PLAC initiatives, including:

- Making the lands safe for public use
- Removal of structures and debris from Camp Robinson Crusoe
- Trails location and clearing
- Marking boundaries
- Hamant Brook Restoration project
- Mass Fish & Wildlife / Town rules and regulation, and
- On-Site public information and events.

Today, these lands are governed under written acquisition agreements of the Town and DF&W with the property stewardship under the Conservation Commission.

The Town has other committees – some of which express overlapping interests – that provide guidance with respect to land policy including the Conservation Commission, Open Space Committee and Community Preservation Act Committee. Accordingly, S. Suhoski fully supports the recommendation for dissolution with the Town's expression of gratitude for the volunteerism of the PLAC membership, and, especially Chairman Richard LaFranchise.

As the PLAC is not a Charter or General Bylaw created committee the Board of Selectmen has the authority to enact the recommendation.

MOTION: That the Board of Selectmen dissolve the Public Lands Advisory Committee (PLAC), as recommended by vote of the PLAC on October 25, 2012, with the community's appreciation for its work during and after the acquisition of the Leadmine Mountain and Camp Robinson Crusoe properties, by M. Blanchard.

2nd: P. Gimas

Vote: All in favor.

Board and Committee Vacancies

As was requested by Selectman Blanchard at the last meeting, the list of committee vacancies was updated and again advertised and publicized via the newspaper and Web site. Your assistance in spreading the word is also requested. The preferred response date for the following is November 16th :

- Conservation Commission (Associate Members)
- Housing Partnership Committee
- Cultural Council
- Agricultural Commission
- Council on Aging
- Sturbridge Tourist Association (hotel/motel/B&B and FinCom; Rec or Planning)
- Energy Advisory Committee
- Tree Warden Advisory Committee
- Trails Committee
- Finance Committee (open application until Moderator appoints)

Historic Commission Appointment

S. Suhoski noted that the two openings for the Historic Commission were not re-advertised as there are two applicants that appear interested and qualified.

Richard Volpe was a candidate for appointment to the Historic Commission a few years back when the interim administrator was here, but, the appointment was not tendered as an incumbent had requested to retain a seat. With the new vacancies posted, Mr. Volpe expressed renewed interest in participating. He is a 25-year resident and an avid collector of historical documents and objects and will be an asset to the group.

MOTION: That the Board of Selectmen ratify the Town Administrator's appointment of Richard Volpe to the Historic Commission for a term expiring June 30, 2015, by M. Blanchard.

2nd: P. Glmas

Vote: All in favor.

Note: The chairman of the Commission is eager to fill the vacancies, and, there is a second applicant that has shown interest, but S. Suhoski has not yet been able to speak with her. He hopes to bring that person forward in the very near future to round out this committee.

Hurricane Sandy: After Action Report and Public Communication

S. Suhoski said that the Town, and the Commonwealth, were extremely fortunate that Hurricane Sandy only struck a glancing blow. For three days prior to the event, under the direction of Chief Tom Ford, department heads were meeting, discussing and preparing for the event. Staff and volunteers came to the Public Safety Complex on Sunday to set-up the Emergency Operations Center in advance of the storm's onset.

Chief Ford activated the Emergency Operations Center at 6:00 a.m. on October 29 and managed the Town's emergency response. He deactivated the EOC on October 30 at 11:00 a.m. after which appropriate Town staff continued to interact closely with MEMA, National Grid and other agencies until all power was restored by early morning on November 2.

The Town itself suffered minimal property damage (excepting the flag pole at the Public Safety Complex) and additional tree crews were retained to speed road openings and power restoration efforts.

Chief Ford will lead preparation of a formal After Action Report. He and S. Suhoski have scheduled a meeting with relevant department heads on Wednesday to gather input for the AAR. Town departments committing extra resources included the police, fire, public works, administration and tree warden. Also, volunteers Ric Skinner (GIS and mapping) and Dick LaFranchise (CERT coordinator) spent hours in the EOC to assist throughout the event. Once the AAR is complete a copy will be provided to the Board.

The Board's input – and/or individual input – with respect to any observed strengths or weaknesses in the Town's operational response is greatly appreciated in the coming week. As an example, one issue that Chairman Creamer raised during a telephone

conference with Chief Ford and S. Suhoski was whether the Town provided enough ongoing communication and information to residents during and after the storm.

Because information flow to the public is S. Suhoski's responsibility as de facto Public Information Officer, he offered the following itemization of public releases of information during this event for the Board's review and recommendations for improvement:

Item	Day / Date	a/o hours	Actual Time	Notes
Update #1	Friday, October 26	@ 1700	5:03 p.m.	Three days prior to storm to advise and provide preparation tips
Update #2	Sunday, October 28	@ 1930	8:04 p.m.	Night before storm to provide imminent warning and timeline
BBC #1 – Emergency	Sunday, October 28	@ 1958	8:07 p.m.	Voice msg fr Town Administrator delivered to 3,305 phone lines, 165 email and 113 text accounts by 8:38 p.m. (80% success for phones)
Update #3	Monday, October 29	@ 1330	3:08 p.m.	Sent at onset of storm to advise of updated timeline and declaration of State of Emergency
Update #4	Monday, October 29	@ 1930	7:25 p.m.	Sent during storm event with updated wind predictions and to reassure re: Town readiness
BBC #2 – Community Outreach (one-time)	Monday, October 29	@ 2130	9:30 p.m.	Voice msg fr Town Administrator delivered to 1,673 phone lines, 146 email and 65 text accounts by 9:42 p.m. (40% success for phones)
Update #5	Tuesday, October 30	@ 1700	5:03 p.m.	Post storm update with school and Halloween information
BBC #3 – Community Outreach (multiple)	Weds., October 31	@ 1600	4:09 p.m.	Voice msg fr Police Chief for safety reminders and Halloween schedule delivered to 3,053 phone lines, 148 email and 65 text accounts by 4:38 p.m. (74% success for phones)
Update #6	Weds., October 31	@ 1800	6:19 p.m.	Sent post storm to update community regarding National Grid response and contact information.
Update #7	Thurs., November 1	@ 1900	7:05 p.m.	Sent to advise of 99% power restored, final neighborhood restoration underway and thanking the community.

T. Creamer thanked Chief Ford and Town staff for their efforts during the storm. The Board suggested more frequent use of the Blackboard system and social media platforms.

S. Suhoski informed the Board that Trish McCleary and Lisa Dalberth have suggested that the community become involved in recovery efforts for New York and New Jersey following the destruction caused by Hurricane Sandy.

S. Suhoski provided the Board with a copy of his response to Trish McCleary and Lisa Dalberth. He indicated that he had spoken with the area coordinator of the grass roots effort through the Facebook page that L. Dalberth had provided. This group will retrieve items donated in Sturbridge en route to their destination in Queens, NY. The materials there are being managed by citizen volunteers who have a 30,000 sq. ft. warehouse donated. These items are then distributed directly to evacuation shelters in the boroughs and neighborhoods such as Rockaway and Long Island. The truck would stop in Sturbridge en route to its New York destination, and the drivers would self-load the vehicle.

S. Suhoski informed the Board that Chief Ford has offered one of the police sally port bays at the Public Safety Complex for collection, but there will need to be a volunteer coordinator during the drop-off times to keep items organized. Drop-off times would be set up over the next week to 10 days for donations. Items must be in boxes or bags that are separated and labeled. Priority items include: Batteries (C & D preferred), baby formula, diapers, non-perishable foods, toiletries and pet food. A few collection dates will be determined, then the items would be split between New York and New Jersey and shipped out.

It was the consensus of the Board that this is a good idea, but it is not to be overseen by the Town Administrator or the Police Chief.

Dock Permit Appeal for Gary and Margaret Allard, 78 South Shore Drive (South Pond)

S. Suhoski made outreach a week ago to MassDEP concerning this item and to discuss the proper method of response and appeal. On Friday, November 2, a phone message was left by MassDEP; however, they were not able to speak.

S. Suhoski submitted to the Board a draft letter to MassDEP in response to the appeal. The Board reviewed the letter, amended and approved it.

DPW / Landfill Staffing and Engineering (Leachate) Review Update

The Board of Health has requested CME Engineers to begin work under their contract to assess the operation and leachate management at the landfill (funds approved by Town Meeting in June). Also, the DPW Director advises that three candidate interviews

for the position that will cover the landfill and supplement DPW crews were rescheduled to next week due to the storm.

Other Matters

Following are brief updates on other pending matters.

- **Insurance Advisory Committee:** The proposed health insurance MOU has been distributed to the five collective bargaining units involved. This is still an Executive Session item and I will keep the Board apprised of further developments.
- **Riverlands Environmental:** Unfortunately, the additional sediment sampling at the Riverlands has yielded a reading that exceeds Mass. Contingency Plan thresholds. Tighe & Bond is discussing next action steps internally with their Licensed Site Professional and will get back to me with next action items. We will need to compile the information and develop a formal recommendation and action plan for discussion by the Board of Selectmen at a future meeting.
- **Municipal Buildings:** (1) The Municipal Building Report has been completed by Lamoureux Pagano Associates and will be presented on November 5. (2) The Library roof leaked during the wind and rain storm earlier this week. We will need to take a more comprehensive approach. Marty Goulet can update the BOS on this item as well. (3) Two pending issues: S. Suhoski retrieved and compiled the files needed to advance the final warranty claims for the Town Hall / Center Office Building project, and he still intends to seek out new pricing for screening the HVAC units outside Town Hall. He is going to move these items into the Action List for more consistent tracking.
- **Walker Pond Drainage:** [No change] The Board received an update from the DPW Director at his last report. Tighe & Bond is expected to complete baseline survey this week or next. 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 the Board's meeting S. Suhoski also: attended tornado recovery grant award ceremony in Brimfield; met with staff regarding water meter procurement; attended Land Use Division meeting; met with Town Planner re: miscellaneous; attended Western Mass. Casino Task Force (potentially last meeting); undertook storm preparation and response; extensive interaction with residents and electric utility; telephone conference with state Dept. of Public Utilities to speed NGRID response; met with two residents concerning water abatements; attended Horribles Parade at Town Common; met with DPW Director and contractor re WWTP closeout issues; met with trails committee member to review accounts and projects.

Injured On Duty Claim for Police Officer Daniel Menzone

S. Suhoski submitted to the Board a memo from Police Chief Thomas Ford regarding Officer Menzone's injuries as a result of a rear end car crash which had taken place while he was at a stop light in the city of Marlborough on October 24, 2012.

MOTION: That the Board approve the IOD claim for Police Officer Daniel Menzone, by M. Blanchard.
2nd: P. Gimás
Vote: All in favor.

Correspondence

M. Blanchard read the correspondence list into the record.

Old Business

M. Blanchard suggested that the Sturbridge Lakes Advisory Committee be rescheduled to meet with the Board in December (date to be determined) to review the proposed changes to the Harbormaster Regulations.

M. Dowling commented that the Trunk or Treat event had been well attended.

T. Creamer asked about the status of drainage improvements surrounding the Habitat site. S. Suhoski said that Hunter Lane will be paved; driveway apron pending.

New Business

M. Blanchard noted that the Route 131 crosswalk paint was worn out, and suggested it be repainted.

M. Blanchard suggested that the Conservation Commission Chairman be allowed to come before the Board as he had requested that the Board of Selectmen reconsider its decision on the Trails Committee and instead leave it under the Conservation Commission's purview.

T. Creamer indicated that as the issue in question – realigning the Trails Committee back under the Town Administrator, where it was originally placed by the Board of Selectmen upon its creation – was a matter solely for determination by the Executive Branch, and had already been addressed. He stated that the move originally manifested from workload demands that the then new Town Administrator had, and the Board's thought that it would be best at that time to reduce the demands associated with the Trails Committee. As that situation no longer exists, and the Trails Committee is performing quite efficiently, and the Town Administrator is no longer feeling his way around, he would not support engaging in discussion with Mr. Barnicle on an issue that had been already vetted by the Board of Selectmen.

November 5, 2012

MOTION: To schedule the Conservation Commission Chairman to meet with the Board of Selectmen by the end of December 2012, by M. Blanchard.

2nd: M. Dowling

Vote: Two in favor; P. Gimas, T. Creamer and M. Redetzke opposed.

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 10:00 p.m.

Respectfully submitted,

Judy Knowles

BOS Clerk

Date