

March 4, 2013

**BOARD OF SELECTMEN
MINUTES
MARCH 4, 2013**

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

M. Redetzke announced that Meet the Selectman will be held on March 8th at 10:00 a.m. at the Sturbridge Senior Center.

M. Redetzke announced the book sale at the Joshua Hyde Public Library.

M. Dowling announced the charitable dinner on March 13th at the Publick House to benefit the restoration project in the children's room of the Joshua Hyde Library.

T. Creamer announced that Seth Trahan has been recognized for high achievement in archery. The Board congratulated Seth and his parents, John and Lise Trahan.

M. Blanchard announced the deadline for applications for free trees is March 8th, and instructed interested people to contact the Tree Warden online to request trees.

T. Creamer noted the presentment of a petition to extend existing moratorium on incinerators.

Old Sturbridge Inc. d/b/a Old Sturbridge Village – Liquor License Request Change of Manager

S. Suhoski informed the Board that Old Sturbridge Village seeks to change the manager for their liquor license from Bradley Arcoite to Matthew Fondas, of East Boston, for the licensed premises at 1 Old Sturbridge Village Road. The application filed February 25 indicates that Mr. Fondas will have the title General Manager and be on the premises 40-45 hours per week. He noted that the past employment history dates back only to 2011, and he will request the licensee to confirm this or expand upon it. He said that a change of manager for an existing licensee does not require a butter or newspaper notification.

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It was the consensus of the Board to defer action, as no one from Old Sturbridge Village appeared.

Approval of Minutes

MOTION: To approve the minutes of December 3, 2012 as amended, by M. Blanchard.

2nd: P. Gimas

Vote: All in favor.

T. Creamer noted that the minutes of December 6, 2012 were out of order, and revisions should be made. It was the consensus of the Board to hold action on these minutes.

MOTION: To direct the Town Administrator to listen to the tape and re-draft the minutes, by M. Dowling.

2nd: M. Blanchard

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

MOTION: To approve the minutes of December 10, 2012 as amended, by M. Blanchard.

2nd: P. Gimas

Vote: Four in favor; M. Dowling abstained.

MOTION: To approve the minutes of December 17, 2012 as amended, by M. Blanchard.

2nd: P. Gimas

Vote: All in favor.

MOTION: To approve the minutes of December 28, 2012 as amended, by M. Blanchard.

2nd: P. Gimas

Vote: All in favor.

MOTION: To approve the minutes of January 4, 2013 as amended, by M. Blanchard.

2nd: P. Gimas

Vote: All in favor.

MOTION: To approve the minutes of January 7, 2013 as written, by M. Blanchard.

2nd: P. Gimas

Vote: All in favor.

Town Administrator Goals – Session 2

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Completion of goal-setting for calendar year 2013 by the Board of Selectmen and Town Administrator. S. Suhoski was requested to revise the language for two of the draft goals and that effort follows:

Proposed Facilities Management Goals:

1. Consolidate and organize structural and systems information for all general government municipal buildings. Data will include available plans, specifications, warranty provisions, repair and vendor information and maintenance contracts. Issue reports to Board of Selectmen on major issues affecting municipal buildings. Items may be delegated to a Facilities Manager position if filled.
2. Study cost-benefit of initiating in-house maintenance and/or custodial services for municipal buildings and issue written report to Board of Selectmen.

Proposed Fleet Maintenance Goal:

Ensure responsible departments maintain consolidated and organized files for each fleet vehicle identifying model year, make, model and place of garaging. Files should include all relevant records for the vehicles including title, registration, safety and operational inspection logs, and records of repair and maintenance.

Add appendix to Municipal and Personal Vehicle Use Policy that lists “take home” vehicles and relevant staff position.

M. Dowling suggested reviewing the Special Use District zoning per the Master Plan. Discussion followed regarding Planning Board priorities (various moratoria, zoning amendments, other initiatives, CTD, medical marijuana).

M. Dowling suggested using due diligence to secure the interest of the Town in the event of casino development in nearby community. M. Blanchard agreed. P. Gimas suggested placing it within the Community Economic Development category. S. Suhoski agreed.

Harbormaster Regulations Discussion

The Board conducted additional discussion concerning potential revisions to the Harbormaster Regulations through review of a draft prepared by Selectman Redetzke. The Town Administrator suggested that he work with Selectman Redetzke to revise the draft.

FY14 Budget

S. Suhoski informed the Board that on Thursday the budget books were completed. The annual budget meeting was rescheduled to Saturday, March 9th to allow sufficient time for members of the Board and Finance Committee to review the information.

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S. Suhoski recommended a \$27.4 million fiscal 2014 budget that seeks investment in roads, bridges and public safety. The budget falls within the limits of Proposition 2 ½ based upon a "conservative" revenue estimate of \$28,229,865 which, after deductions for Cherry Sheet offsets, snow and ice deficits, overlay and other costs yields a surplus of \$132,720.

The proposal maintains all existing service levels while enhancing funding for key public safety personnel and services. The proposal would:

- Fund a full-time police officer to serve as a school resource officer
- Fund a 15-hour Emergency Management Coordinator
- Restore a full-time building commissioner to also manage town buildings
- Re institute monthly training for both full-time and call fire department personnel
- Increase snow and ice removal funds to more closely align with actual trends, and
- Fund estimated increases in veterans benefits

S. Suhoski said that the Town remains in a very sound fiscal condition, and depending upon the Legislature's actions on the Governor's budget proposal, the surplus could increase. A further benefit to the taxpayers is that the Town may not need to tax to the full levy limit allowed under Proposition 2 ½.

The budget proposal and supporting messages are available on the town's Web site: www.town.sturbridge.ma.us.

In S. Suhoski's budget message he also attempted to point out the efforts of appointed and elected officials to contain the cost side of the equation. He referenced the following three examples of actual savings achieved in the past year along a spectrum of major, to modest, to minimal.

In early 2012, Standard & Poor's upgraded the bond outlook for Sturbridge to AA "positive" which resulted in very competitive borrowing rates. Finance Director Barbara A. Barry was able to leverage the rating and refinance outstanding debt to avoid over \$1.2 million in future interest costs.

In late 2012 into 2013 the Town Administrator worked with the employee-centered Insurance Advisory Committee to develop and agreement to increase employee co-payments in exchange for rate reduction and a promise to retain the Blue Cross Blue Shield plans through fiscal 2014. This was approved by employees, the Burgess School Committee and Board of Selectmen and helped lead to an \$80,000 reduction in the proposed health insurance line item for FY14.

Lastly, the Town Administrator re-aligned all elevator service contracts under one vendor with a strong service record to save about \$1,000 per year. Certainly this is only

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a minor savings, but, is illustrative of efforts that all department heads take to keep costs low.

S. Suhoski believed that the Board and the Finance Committee will be able to ultimately issue a recommendation to the June 3rd Annual Town Meeting that is fiscally sound while meeting the community's priority needs.

Return to Compliance: MassDEP Administrative Consent Order

S. Suhoski noted that the water treatment project for Well #1 (which was designed to also treat the water from all three wells off Waterworks Drive) is now complete.

A copy of the letter from MassDEP to the Town Administrator dated February 27 documenting compliance with the ACO has been provided to the Board and this ACO is now closed-out.

Other Matters: Following are brief updates on other pending matters.

- **Riverlands Environmental (no change – awaiting quote):** Further to the update given by Tighe & Bond, S. Suhoski provided the engineer with a copy of the deed and legal description of the three parcels (containing just over 140 acres) that comprise the “Riverlands” premises. This will allow us to receive a quote for the required metes and bounds survey of the property after which we can present an entire package proposal to the Board and the Community Preservation Committee for funding.
- **Municipal Buildings:**
 - **Town Barn Roof (updated 2/22)** – The roughly 20’ x 20’ section of membrane roof over the garage bays at the Town Barn that was blown back during the wind and rain storm of January 30th is being repaired under the Town’s insurance coverage.
 - **Library Roof (updated 2/22)** – The Library Director and S. Suhoski met with principals from two architectural firms, each of which clambered upon the roof to inspect the skylights and slates. We anticipate receiving a baseline proposal from Drummey Rosane Associates (the Burgess architects) within the next two weeks for budgeting purposes. No leaking has occurred since the most recent repairs; however, the architects did note concerns with flashing and potentially, the seal of the skylight system.
 - **Public Safety Complex Flag Pole (updated 2/25)** – As reported at last week’s meeting, the new flag is proudly flying at the Public Safety Complex and marks closure of the flag pole replacement.
 - **8 Brookfield Road (no change)** – Joe Bolduc of ATC/Cardno inspected the boiler room on January 18th. S. Suhoski sent a reminder for the outcome

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report on Friday. Previously, American Environmental, Inc. reviewed the area and did not note any asbestos from a visual inspection.

- **Sturbridge Nursery School Bathrooms (updated 3/1)** – Work to replace the sagging flooring and outdated toilet fixtures in each bathroom was completed by Tasse last week during the school vacation.
- **Center Office Building Front Door (updated 2/22)** – S. Suhoski authorized The Lock-Out Locksmith of Webster to proceed with the installation of a commercial-grade exterior door handle and lock on the Main Street entrance of Center Office Building for an estimated cost of \$296. The keying will match our existing system so staff office keys will also operate the front door. The company recently relocated its office which caused some delay between the quote and implementation. The locksmith is expected in Town by Monday.
- **Town Hall (updated 2/25)** – As reported at the February 25th meeting, over the prior weekend the “sticking” door was repaired at Town Hall. Quotes are being sought for remote “panic alarms” that would be operated through the existing alarm panels and S. Suhoski is following up on some other related questions and data.
- **Other Meetings / Miscellaneous:** Most of the week was budget focused. Other items include: participated in extensive conference call with Town Counsel and technical solar project consultant regarding proposed power purchase agreement; met with Chairman of Historic Commission regarding potential interpretative displays at Hamant Brook Restoration and Dam Removal project; met with Town Planner and Conservation Agent re: same; meetings with Finance Director regarding budget.

Appointment of Melanie Rich – Finance Committee Recording Secretary

MOTION: That the Board of Selectmen ratify the Town Administrator’s appointment of Melanie A. Rich of Oakham to the part-time non-benefitted position of Part-Time Clerk (Recording Secretary) at the starting hourly rate of \$13,86 (Grade 2, Step 1) effective March 5, 2013, by M. Blanchard.

2nd: P. Gimas

Vote: All in favor.

Correspondence

M. Blanchard read the correspondence list into the record.

Old Business

M. Blanchard: Observed that the lights in the Finance Director’s office are on at night.
SS: said sometimes the motion detector appears to be triggering the lights after hours.

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M. Dowling: Wanted to go on record to say she has a lot of respect for the Chair of the Planning Board and apologized if her suggestion that the Planning Board Chair come forward to the Board of Selectmen to address concerns contributed to any strained relationships between the boards.

P. Gimas: Stated that she had no regrets for her comments at the prior meeting.

T. Creamer: Recited comments he attributed to an unidentified person from the February 4, 2013 BOS meeting that were heard during a Board recess over the local cable channel. He offered additional commentary re: same.

M. Dowling: Requested that going forward the BOS approve minutes from the immediate prior meeting at the beginning of the next meeting (just after public service announcements).

New Business

M. Dowling: Stated the Board would be well advised to examine its own behavior.

MOTION: To convene in executive session under MGL Chapter 30A. §18-25, Paragraph #3: To discuss strategy with respect to collective bargaining or litigation; and Paragraph #4: To discuss the deployment of security personnel or devices or strategies with respect thereto; 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 10:40 p.m.

Respectfully submitted,

Judy Knowles

BOS Clerk

Date