

February 11, 2013

**BOARD OF SELECTMEN
MINUTES
FEBRUARY 11, 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 the Library Mini-Golf event.

M. Dowling suggested that power vents are cleared to prevent CO buildup.

M. Blanchard announced that nomination papers for the Annual Election will be available until Friday, February 15th.

Department Head Reports

Jean Bubon, Town Planner, reviewed her report with the Board. She informed the Board that the design for the Champeaux Road Bridge is 50% complete.

Shane Moody, Veolia Water North America, reviewed his report with the Board. He discussed the Water Dept. back charge for nuisance calls. T. Creamer requested information for the water exception meter discussion of March 4th.

Greg Morse, DPW Director, reviewed his report with the Board. M. Dowling thanked the DPW for their snow removal efforts.

P. Gimas left the meeting at 7:00 p.m.

Route 20 Sidewalk Discussion

This item was placed on the agenda in response to a correspondence / petition received from Aniko Fata and addressed generally to Town and MassDOT officials. The bylaw regarding clearing of snow and ice from sidewalks was revised in the wake of the heavy snows during the winter of 2011-2012 as follows:

6.50 CLEARING OF SNOW AND ICE FROM SIDEWALKS

6.51 Any tenant or owner occupying any building or any lot of land abutting on a sidewalk, which is situated within the limits of the highways or town ways, and in case such building or lands are unoccupied, the owner or owners thereof shall cause all snow and ice to be removed from such walk as soon as practicable but no later than forty-eight (48) hours after the same shall have accumulated thereon.

6.52 Any person violating the provisions of this Bylaw shall be punished by a fine of not more than ten dollars (\$10.00) to be recovered by complaint before any trial justice, police or District Court having jurisdiction within the County and forfeited and paid to the Treasury of the Town unless when different provisions are made by the laws of the Commonwealth.

6.53 Waiver of Enforcement

(a) The Board of Selectmen, or the Town Administrator, following consultation with the Director of Public Works, may waive enforcement of this bylaw in the event of extraordinary conditions.

(b) Any waiver hereunder shall be promptly communicated through: (1) conspicuous placement of a notice on the homepage of the Town's official Web site, (2) posting on the Town Clerk's bulletin board in Town Hall, (3) distribution to local media outlets, (4) posting a notice on the cable television message board, and (5) posting on the emergency management sign board if available. {Amended ATM 6-6-11, Art. 29}

S. Suhoski said that he and the DPW Director had discussed and waived the provisions of this bylaw during the early season storm in 2011, and again for the most recent blizzard that dumped 24" of snow on the region.

P. Gimaz returned to the meeting at 7:40 p.m.

Town Administrator's Preliminary Goal Setting

Chairman Creamer has circulated his initial compilation of the goal suggestions by members of the Board.

From S. Suhoski's perspective, the following elements of outstanding CY12 goals should be carried over, namely:

1. Study cost-benefit of initiating Town-based maintenance or management of Town-owned buildings and issue written report to Board of Selectmen.
2. Work collaboratively with Recreation Committee and Director to develop plans, specifications and cost estimates for field development at the Town Barn location.

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3. Work collaboratively with Police Chief / EMD to complete All Hazards Emergency Operations Plan (assisted by grant-funded consultant) together with a supplemental plan, cost estimate and funding options for a functional Emergency Operations Center. This will also include an update on communications improvements and additional needs for public safety communication town-wide inclusive of all schools.
4. Complete study and issue written report and recommendation on the cost-benefit of creating a part- or full-time Economic Development Coordinator position.

Chairman Creamer suggested a two-meeting time period to review the various suggested goals, and S.Suhoski will also offer feedback on those ideas.

There was an extensive discussion on the goals. T. Creamer said that he would revise them consistent with the discussion the Board had had.

T. Creamer left the meeting at 8:30 p.m. to meet with the Community Preservation Committee.

Building Inspection Contract

S. Suhoski informed the Board that the Charlton Town Administrator provided a draft Intermunicipal Agreement which S. Suhoski have reviewed and commented upon. Town Counsel also provided comment and is working through the final language with a goal of ratification by the end of this month by both the Sturbridge and Charlton Boards of Selectmen. Again, the components include:

- Average 18 hours per week building commissioner services through FY13
- Established “office hours” for direct contact at Center Office Building
- Additional inspections as needed through local inspector

One open question is whether each Town will appoint a local inspector, but that the individual will be one and the same for each community. There is also modification requested by Town Counsel to the indemnification language requested by Charlton, but nothing that can't be worked through.

T. Creamer returned at 8:40 p.m. after meeting with the CPC. He reported that the CPC is on board to fund the Riverlands proposal.

Conservation Restrictions

S. Suhoski informed the Board that Attorney Levite has executed the letter agreement and has reviewed qualifications of various sub-consultants to complete the assessment of conservation values for the properties, and selected Charles Eiseman to undertake this task for an estimated cost of \$3,000. Because these assessments would occur until “spring to early summer” this item should be advanced – along with the Riverlands

proposal – to the Community Preservation Committee for potential CPA funding at a special town meeting in March or April.

Commercial Tourist District Working Group

S. Suhoski said that he and the Town Planner were able to interview each of the seven applicants for the three citizen-at-large seats on the CTDWG. He said that this was an impressive group of candidates and he will be prepared to offer appointments at the next meeting for these seats (on 2/25 due to lack of a quorum on 2/19).

S. Suhoski noted that the Planning Board meets on February 12th and he has asked for any further recommendations from that board as relates to the open seat for their membership in order to get this project moving.

M. Dowling left the meeting at 10:35 p.m.

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

- **Insurance Advisory Committee (updated):** S. Suhoski requested an Executive Session be added for Monday night under the collective bargaining exemption to discuss progress related to the Insurance Advisory Committee discussions after which this item will become open session material.
- **Riverlands Environmental (updated):** 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 them to receive a quote for the required metes and bounds survey of the property after which they can present an entire package proposal to the Board and the Community Preservation Committee for funding.
- **Municipal Buildings:**
 - **Town Barn Roof (no change)** – An estimated 20’ x 20’ section of membrane roof over the garage bays at the Town Barn was blown back during the wind and rain storm of January 30th. This is an insurance-covered item which will be handled by Paul Davis Restoration. During the interim, DPW crews pulled the membrane back into position and utilized sand bags as ballast. The DPW Director noted that there was a good amount of moisture present from this event.
 - **Library Roof (updated)** – S. Suhoski and the Library Director met with principals from Drummey Rosane Associates (the Burgess architects) on Thursday to review the status of the skylight area of the roof and other areas of need identified in the Lamoureux-Pagano report. They are also scheduled to meet with Wendall Kalsow, AIA, on Tuesday regarding the same. S. Suhoski’s memo emailed to the Board and dated January 30, 2013 contained more detail. Previously, Paul Davis Restoration has completed repair of

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improperly installed flashing at the base of the skylight windows as well as a roof scupper that was leaking on the Main St. side of the building. These repairs seem to be holding even through last week's wind and rain event, but now with two feet of snow there will be another test.

- **Public Safety Complex Flag Pole (updated)** – The Fire Dept. ordered a new flag when the flag pole was ordered, but it has not yet been received.
- **8 Brookfield Road (updated)** – Joe Bolduc of ATC/Cardno inspected the boiler room on January 18th. S. Suhoski sent a reminder for the outcome 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)** – Replacement of the sagging flooring and outdated toilet fixtures in each bathroom will be completed during the school vacation week beginning on February 18th. A “wobbly” toilet has been secured during the interim. S. Suhoski met with the head of the cooperative and they are only seeking the repair of the floors, toilets and sinks but not a larger renovation project.
- **Center Office Building Front Door (updated)** – 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.
- **Town Hall (updated)** – American Alarm came to Town Hall last week to discuss implementation of remote “panic alarms” that would be operated through the existing alarm panels. Upon exploration of the panels, it was determined to contact the original installer (Alarm Works) as they will be able to provide a better price and initiate operation of existing hard-wired alarms in the offices of the Finance Department and Town Clerk.
- **Other Meetings / Miscellaneous:** Recently: S. Suhoski met with the Board of Health Agent re: budget and potential regional issues; met with Town Planner and developers re: potential commercial project; met with Recreation Director and member of Recreation Committee regarding staffing levels and projects; met with DPW staff regarding snow removal; met with architect and Library Director regarding roof project; met with Police Chief regarding personnel matters and in advance and during snowstorm; completed on-site review of snow removal effort on 2/9/13.

Correspondence

M. Blanchard read the correspondence list into the record.

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Old Business

M. Blanchard inquired about the conduit being placed under Route 20 near New Boston Road. S. Suhoski said the conduit is associated with the Mass. Broadband fiber optic project and not for streetlights.

P. Gimas noted that there would be a meeting of interested persons about the Town's 275th anniversary on Wednesday in Town Hall.

New Business:

T. Creamer advised the Board that he was completing the Annual Report on behalf of the Board and providing a draft for review and comment.

MOTION: To open the warrant for the June Annual Town Meeting, by M. Blanchard.

2nd: P. Gimas

Vote: Four in favor; M. Dowling absent.

MOTION: To adjourn, by M. Blanchard.

2nd: P. Gimas

Vote: Four in favor; M. Dowling absent.

The meeting was adjourned at 11:05 p.m.

Respectfully submitted,

Judy Knowles

BOS Clerk

Date