

August 5, 2013

**BOARD OF SELECTMEN  
MINUTES  
AUGUST 5, 2013**

Present: Thomas Creamer, Chairman  
Priscilla Gimas  
Mary Redetzke  
Mary Blanchard  
Shaun Suhoski, Town Administrator

Mary Dowling was absent.

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 book sale to be held on September 10<sup>th</sup> from 10:30 a.m. to 2:00 p.m.

M. Redetzke read a letter praising Officer Dan Hemingway.

M. Redetzke announced the resignation of Brenda McCann, Assistant Town Clerk.

**Fire Department Promotions**

Chief Thomas Ford reviewed the process with the Board. S. Suhoski noted that the need for additional command officers in the Fire Department was cited in the 2013 management study of the department. By promoting two additional full-time firefighters to the rank of lieutenant, the Department will have a ranking officer for each of its three engine companies. This action, together with the recent implementation of Standard Operating Guidelines and Standard Operating Procedures, will go far in addressing accountability and command issues.

In addition to interviewing the top three candidates based upon written essay submittals, this past week the Town Administrator, Chief, and Deputy Chief also conducted personal interviews with two other qualified candidates. This allowed the entire pool of applicants the opportunity of an oral argument as considered by Section 13.2 of the collective bargaining agreement.

The performance of all five of the applicants bodes well for the future of the Sturbridge Fire Department, but after consulting with Acting Chief Ford and temporary Deputy Chief Bourassa, S. Suhoski was convinced that the two candidates presented for ratification will bring a positive and forward-thinking perspective to the Department as it continues to upgrade level of training and community services.

S. Suhoski requested that the Board of Selectmen ratify the appointment of Mathew A. Roderick, of Brookfield, and Robert A. Johnson, Jr., of Charlton to the rank of Fire Lieutenant. These promotions come with a one-year probationary status.

M. Blanchard stated that she would support the promotions, but wanted it on the record that she would have preferred the promotions be delayed until a permanent chief is appointed.

**MOTION:** That the Board of Selectmen ratify the Town Administrator's appointment of Mathew A. Roderick, of Brookfield, and Robert A. Johnson, Jr., of Charlton to the rank of Fire Lieutenant subject to a one-year probationary period and completion of any required trainings directed by the Chief under the Standard Operating Procedures within such probationary period, by M. Redetzke.

**2<sup>nd</sup>:** M. Blanchard

**Vote:** Four in favor; M. Dowling absent.

**Sturbridge Seafood Company, LLC d/b/a Sturbridge Seafood – Liquor License and Common Victualler Request**

S. Suhoski submitted to the Board the application of Sturbridge Seafood Company, LLC d/b/a Sturbridge Seafood for an all-alcoholic beverage pouring license for their proposed restaurant at 376 Main Street (the applicant will need to further identify and distinguish their location from the street address of Yankee Spirits). The applicants are in the process of developing a 30-seat restaurant and 10-seat bar area as part of the project. Currently, the renovation of the facility is moving through the permitting processes of both the building and health departments.

**MOTION:** To close the public hearing, by M. Redetzke.

**2<sup>nd</sup>:** P. Gimás

**Vote:** Four in favor; M. Dowling absent.

**MOTION:** That the Board of Selectmen approve an all alcohol, restaurant liquor license in favor of Sturbridge Seafood Company, LLC d/b/a Sturbridge Seafood, 376B Main Street, as presented in application filed July 17, 2013, with hours of operation to be Tuesday, Wednesday and Thursday 11:30 a.m. until 10:30 p.m., and Friday and Saturday from 11:30 a.m. until 1:00 a.m., by M. Redetzke.

**2<sup>nd</sup>:** P. Gimás

**Vote:** Four in favor; M. Dowling absent.

**MOTION:** That the Board of Selectmen approve a Common Victuallers license in favor of Sturbridge Seafood Company, LLC d/b/a Sturbridge Seafood, 376B Main Street, for a restaurant with hours of operation to be Tuesday, Wednesday and Thursday 11:30 a.m. – 10:30 p.m.,

and Friday and Saturday from 11:30 a.m. until 1:00 a.m., by M. Redetzke.

2<sup>nd</sup>: M. Blanchard

Vote: Four in favor; M. Dowling absent.

#### **Standard Operating Procedures/Standard Operating Guidelines Committee**

Chief Ford recognized Fire Dept. Lt. Johnson, Lt. Roderick. Firefighter Belanger, Firefighter Lapierre and Firefighter Dadalt for their work on the Standard Operating Procedures/Standard Operating Guidelines Committee.

#### **Brush It Off, LLC – 559 Main Street – Change of Hours for Liquor License**

Denise Morgan (Brush It Off, LLC) had submitted a request to modify the hours of the existing wine and malt license to run from Sunday through Saturday from 10:00 a.m. to 10:00 p.m. This will help her to cater to additional organizations seeking private functions during earlier hours. S. Suhoski noted that Ms. Morgan is the controlling officer of the corporation, and he had requested she be prepared to document same prior to submission to the ABCC.

**MOTION:** That the Board of Selectmen approve the change in hours for the wine and malt liquor license of Brush It Off, LLC, 559 Main Street, to run Sunday through Saturday from 10:00 a.m. until 10:00 p.m., by M. Redetzke.

2<sup>nd</sup>: M. Blanchard

Vote: Three in favor; P. Gimas abstained solely for religious grounds to Sunday opening; M. Dowling absent.

#### **Yankee Spirits, Inc.– Change of Manager Request**

There was a request from Yankee Spirits, Inc. to name Jose Santos, of Shrewsbury, as the new manager of record. Mr. Santos was the assistant store manager at Wine Nation, in Millbury, from 2010 to 2013 until it closed and previously served as the general manager of Julio's Liquors, in Westborough, from 1999-2010. The application forms were complete.

**MOTION:** That the Board of Selectmen approve the change in manager request for Yankee Spirits, Inc., 376 Main Street, from Kevin J. Grillo to Jose Santos, by M. Redetzke.

2<sup>nd</sup>: M. Blanchard

Vote: Four in favor; M. Dowling absent.

#### **Energy Advisory Committee – Sturbridge Renewable Energy Project**

After nearly two years of diligence, S. Suhoski and the EAC were pleased to present a 20-year renewable energy project that is anticipated to yield a conservative savings and revenue package valued at nearly \$2.6 million over the 20-year term of agreement.

S. Suhoski asked the Board to refer to the separate memorandum and packet of information (including final contract language) that were submitted for review and requested approval. The Board discussed the documents with Town Counsel, the Board of Assessors, the Energy Advisory Committee and the Principal Assessor.

S. Suhoski provided a correspondence to the Board from Selectman Dowling (who was absent) outlining questions/concerns she had with respect to the proposed contract. T. Creamer indicated that the correspondence could not be entered into the discussion and cautioned Board members about reviewing it prior to any determination by them, as it could constitute Remote Participation from a member not in attendance, and therefore a potential violation of the Open Meeting Law. M. Blanchard stated that she too was concerned that the correspondence "bordered on remote participation" and should not be considered. The Board was unanimous in its commentary with respect to the potential for an Open Meeting Law violation due to possible remote participation.

**MOTION: That the Board accept the Solar Power Services Agreement with Blue Wave, by M. Redetzke.**

**2<sup>nd</sup>: M. Blanchard**

**Vote: Four in favor; M. Dowling absent.**

#### **Water/Sewer Abatement Request: 12 Hawthorne Road**

S. Suhoski submitted to the Board correspondence from Paula Kopacz on behalf of her mother, Doris Kopacz, who is currently incapacitated, as detailed in the letter. Ms. Kopacz received a water and sewer bill totaling \$6,529.01 which is due by August 30<sup>th</sup>. The requestor will outline how this amount is grossly above the average use and that the high volume was in fact due in part to a running toilet that went undetected in the vacant premises.

Because this abatement exceeds staff authority, S. Suhoski and the Finance Director referred her to the appeal process before the Board. Information submitted included the request, together with the invoice, data log of usage and account history.

Paula Kopacz appeared and discussed her situation with the Board.

It was the consensus of the Board to table the matter until the next meeting, pending further information.

#### **Riverlands Environmental Assessment / Clearance – Tighe & Bond**

Jason Barroso, project engineer from Tighe & Bond, appeared before the Board to provide an update on the status of environmental testing and next steps and to answer questions.

Last week (further to Town Meeting approval of CPA funds) S. Suhoski issued notices to proceed to both Tighe & Bond (for engineering/testing services) and to Sherman & Frydryk (for survey) so that the work is not delayed.

Jason Barroso informed the Board that Tighe & Bond will collect samples next week, then begin a period of technical review.

T. Creamer and M. Redetzke inquired as to the possibility of opening up any portion of the Riverlands, with M. Redetzke pointing out that it was three separate parcels. J. Barroso stated that he had previously incorrectly viewed the Riverlands as one parcel, and that with a clearer understanding that it was, in fact, three separate parcels, he could offer no reason against, nor any objection to opening the two non-contaminated parcels. He further stated that he would – as a courtesy – notify MADEP that the Board is considering a possible approach that would allow use of the two non-contaminated parcels.

#### **Southbridge Registry of Motor Vehicles Discussion**

T. Creamer asked whether the Board would consider sending a letter to the Registry of Motor Vehicles and the Governor regarding the impact to Sturbridge residents.

**MOTION: To direct the Town Administrator to draft a letter to the Governor and MassDOT, urging them to continue support of the Registry of Motor Vehicles in the town of Southbridge, by T. Creamer.**

**2<sup>nd</sup>: M. Blanchard**

**Vote: Four in favor; M. Dowling absent.**

#### **Arnold Road / Route 20 Intersection Discussion**

T. Creamer expressed concern regarding the three lanes at the base of Arnold Road, where it intersects with Route 20, stating that he had received a number of inquiries from residents who were becoming increasingly concerned about the safety of that intersection. He suggested that the Traffic Safety Committee review the situation. He suggested that perhaps the stop lines be staggered, though there were a number of potential remedies that would warrant review, and inquired as to the Board's support for having the Traffic Safety Committee review and report back. The Board was unanimous in support of same. He further stated that there had been inquiries with respect to the Town assuming control of portions of Route 20, such as from Arnold Road to Route 148, and that such an approach has been long discussed in the community, with no hard and fast numbers to evaluate, and that without the true costs, the Board and the Town could not accurately evaluate the merits or lack thereof. He

suggested that the Town Administrator begin assembling estimated costs. The Board was in unanimous agreement with respect to the information gathering.

### **Approval of Zero Percent Loan for WWTP Upgrades**

S. Suhoski submitted to the Board correspondence from MassDEP's Division of Municipal Services that confirmed that the Town has received approval to refinance its wastewater treatment plant debt under the State Revolving Fund (via bond issued through the Mass. Water Pollution Abatement Trust) at a zero percent interest rate.

Whereas this is a new program, and Sturbridge is among the first ever recipients of this benefit, the details of the refinancing are still being determined. However, as indicated in the approval letter, it is expected that the January 2014 payment will not require the interest payment, and that prior interest paid will be refunded potentially as a reduction to the final year bond payment.

While the exact dollar amount is not yet known, the savings to water and sewer ratepayers will be substantial – in the millions of dollars during the term of borrowing – as the Town's interest payment for FY14 only is \$283,842.

S. Suhoski said that based upon this information, it appears that the Board will be able to utilize these savings as part of the FY15 water and sewer rate setting process. This is especially important given that the contract with Veolia expires next June, and that the new RFP and selection of a vendor will occur in the January to March 2014 timeframe.

### **Senior Municipal Service Program Appointments**

S. Suhoski said that the following individuals have been qualified for the FY14 Senior Municipal Service Program, and their assistance has been requested by the referenced departments.

This initial round of appointments represents 19 of the maximum 30 participants. S. Suhoski requested that the Board make the following appointments:

<b>No.</b>	<b>Name</b>	<b>Address</b>	<b>Department</b>
1	Wayne E. Belles, Sr.	214 Crescent Way	Town Administrator
2	Louise Bonnette	301 Crescent Way	Board of Health
3	Bernice Brioso	206 Crescent Way	Assessing Department
4	Sandra Buckner	332 Leadmine Road	Recreation Department
5	Allen Butts	7 Tantasqua Shore Road	Board of Health
6	Rita Choquet	230 Roy Road	Board of Selectmen
7	Jacqueline Ciance	308 Crescent Way	Board of Health
8	Frances Clark	304 Crescent Way	Senior Center
9	Susan Foscett	39 New Boston Road	Senior Center
10	Margaret Fox	99 Cricket Drive	Assessing Department
11	Nancy Giroux	8 Ridge Hill Road	Senior Center

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12	Cecile Rheapain	211 Crescent Way	Senior Center
13	Alexandria Nasto	93 Colonial Drive	Planning Department
14	Dolores C. Pelton	78 Arnold Road	Recreation Department
15	Janet Rae-Sinanian	124 River Road	Town Clerk
16	Barbara Berthiaume	41 Clark Road	Assessing Department
17	Madalyn Dion	315 Crescent Way	Library and Senior Ctr.
18	Tina Galati	97 Wallace Road	Senior Center
19	Therese Girouard	87 Shore Road	Recreation Department

**MOTION:** That the Board of Selectmen approve the above-named qualified applicants to participate in the FY14 Senior Municipal Service Program, by M. Redetzke.

**2<sup>nd</sup>:** M. Blanchard

**Vote:** Four in favor; M. Dowling was absent.

### **Veterans Municipal Service Program**

On January 4, the Board had approved proposed Program Regulations for the new Veterans Municipal Service Program. The vote was taken in advance of the January 7<sup>th</sup> Special Town Meeting so that the parameters would be known by STM voters. Whereas the STM authorization came after the initial regulations were approved, S. Suhoski requested a ratification vote to proceed with the program.

**MOTION:** That the Board of Selectmen, pursuant to authority granted under Article 35 of the January 7, 2013 Special Town Meeting, ratify the Veterans Municipal Service Program Regulations as presented on August 5, 2013, by M. Redetzke.

**2<sup>nd</sup>:** M. Blanchard

**Vote:** Four in favor; M. Dowling absent.

### **Staff Reappointments**

Following are requested reappointments as indicated under the Town Charter, notwithstanding the fact that these are employees of the Town covered under collective bargaining agreements.

<b><u>Employee</u></b>	<b><u>Department</u></b>	<b><u>Position</u></b>	<b><u>Term Exp.</u></b>
Robert Johnson, Jr.	Fire Dept.	Fire Lieutenant*	2017
Mathew Roderick	Fire Dept.	Fire Lieutenant*	2017
Mary Lou Volpe	Fire Dept.	Firefighter*	2017
Andrew Cornell	Fire Dept.	Call Firefighter	2017
Kenneth Westberg	Fire Dept.	Call Firefighter	2017
Russell Chamberland	Fire Dept.	Call Firefighter	2017
Nicholas Dadalt	Fire Dept.	Call Firefighter*	2017

Gordon Holstrom	Fire Dept.	Call Firefighter*	2017
Jason Kelly	Fire Dept.	Call Firefighter	2017
Jennifer Gould	Fire Dept.	Call Firefighter	2017
Joshua Brackett	Fire Dept.	Call Firefighter	2017
Dennis Clarke	DPW	Mechanic	2017
Mark Saloio	Police Dept.	Lieutenant	2017
Earl Dessert	Police Dept.	Sergeant	2017
Kevin Mercier	Police Dept.	Sergeant	2017
Larry Bateman	Police Dept.	Patrol Officer	2017
Carol Benoit	Police Dept.	Patrol Officer	2017
David Fortier	Police Dept.	Patrol Officer	2017
Joseph Lombardi	Police Dept.	Patrol Officer	2017
Ronald Obuchowski	Police Dept.	Patrol Officer	2017
Barbara Boiteau	Police Dept.	Lead Dispatcher	2017
Toniah Maloney	Police Dept.	Dispatcher	2017
Eric McLaughlin	Police Dept.	P/T Dispatcher	2017

*\*denotes Ambulance personnel*

T. Creamer noted that “based upon the records in his possession that had been submitted by the former Captain upon a request by T. Creamer back in March 2013, that two of the employees proposed for appointment are not currently listed as having the minimum NFPA Firefighter 1 and Firefighter 2 training/certifications, and that based upon that, he would be voting in opposition to the appointment of those two individuals, with the understanding that should those two individuals choose to challenge the Firefighter I/II exam, which they could do at the Massachusetts Firefighting Academy and/or produce records indicating that they are, in fact, already certified, he would then support their reappointment.” He further stated that he could not in good conscience support the reappointments of individuals not currently certified to the minimum National Fire Protection Association standards at a time when the Board is working to better professionalize the Fire Department, and to ensure that our personnel have the minimum qualifications. As such, based upon the records provided to him by the former Captain, he would not support the reappointment of individuals who may not have the appropriate level of training. T. Creamer provided a motion that was void the two names in question.

**MOTION:** That the Board of Selectmen ratify the Town Administrator’s reappointment of the following personnel for terms under the Town Charter expiring on June 30, 2017, except for the two employees mentioned by T. Creamer:

<u>Employee</u>	<u>Department</u>	<u>Position</u>	<u>Term Exp.</u>
Robert Johnson, Jr.	Fire Dept.	Fire Lieutenant*	2017
Mathew Roderick	Fire Dept.	Fire Lieutenant*	2017
Mary Lou Volpe	Fire Dept.	Firefighter*	2017
Andrew Cornell	Fire Dept.	Call Firefighter	2017



Nicholas Dadalt	Fire Dept.	Call Firefighter*	2017
Gordon Holstrom	Fire Dept.	Call Firefighter*	2017
Jason Kelly	Fire Dept.	Call Firefighter	2017
Jennifer Gould	Fire Dept.	Call Firefighter	2017
Joshua Brackett	Fire Dept.	Call Firefighter	2017
Dennis Clarke	DPW	Mechanic	2017
Mark Saloio	Police Dept.	Lieutenant	2017
Earl Dessert	Police Dept.	Sergeant	2017
Kevin Mercier	Police Dept.	Sergeant	2017
Larry Bateman	Police Dept.	Patrol Officer	2017
Carol Benoit	Police Dept.	Patrol Officer	2017
David Fortier	Police Dept.	Patrol Officer	2017
Joseph Lombardi	Police Dept.	Patrol Officer	2017
Ronald Obuchowski	Police Dept.	Patrol Officer	2017
Barbara Boiteau	Police Dept.	Lead Dispatcher	2017
Toniah Maloney	Police Dept.	Dispatcher	2017
Eric McLaughlin	Police Dept.	P/T Dispatcher	2017

\*denotes Ambulance personnel,

by T. Creamer.

2<sup>nd</sup>: P. Gimás

Vote: Four in favor;

### **Fire Chief / Emergency Management Director Job Description**

S. Suhoski informed the Board that the Personnel Committee met on July 25<sup>th</sup> and reviewed and approved the updated position description for Fire Chief / Emergency Management Director (copy attached). The Committee also reviewed the position under the Town's compensation plan and approved it at Grade 20 which is equal to the Police Chief grade and one step higher than the previous grade.

S. Suhoski requested the Board's approval of the revised position description so that the recruitment process may be initiated for the new Fire Chief / Emergency Management Director.

T. Creamer and M. Redetzke suggested removing the EMD function and to send it back to the Personnel Committee. T. Creamer further stated that he was in favor of eliminating it as a mandatory function, thus leaving the Town Administrator a degree of flexibility with respect to appointment of the most qualified individual for said responsibility.

### **Administrative Assistant / Assessing Dept. Job Description**

S. Suhoski said that the Personnel Committee also approved on July 25<sup>th</sup> a position description that updates the part-time clerk duties to the actual current workload for the Assessing Dept. administrative assistant. The Committee rated and approved this

position at Grade 4 which is the standard “administrative assistant” rating across departments.

S. Suhoski requested the Board’s approval of the job description, as the incumbent clerk will soon retire and the Assessor has initiated a search for a replacement.

**MOTION: That the Board of Selectmen approve the position description for Administrative Assistant / Assessing and classify same at Grade 4 of the Town’s compensation plan as voted by the Personnel Committee on July 25, 2013, by M. Redetzke.**

**2<sup>nd</sup>: M. Blanchard**

**Vote: Four in favor; M. Dowling absent.**

### **Staff Vacancies**

S. Suhoski noted that the Town has a rather large number of vacancies posted during the past month.

Part-time positions in the Fire Department, for the Finance Committee and for the Assessing Dept. have closed, while the priority receipt deadline for the Town Accountant (8/2/13) and Building Commissioner (8/5/13) positions are coming up. In addition, there is a vacancy in the position of Assistant Town Clerk, which the Town Clerk has advertised and for a part-time Data Collector in the Assessing Dept., which closes later in August. The relevant department heads will screen the initial candidates for the part-time positions and present S. Suhoski with recommendations. He will interview the top one or two candidates prior to submitting them to the Board.

With respect to the department head positions, S. Suhoski requested the Finance Director to also review all applications for Town Accountant, and to participate in the initial interviews. The outgoing Building Commissioner has agreed to assist with initial review of applicant credentials, and S. Suhoski may enlist the assistance of the Town Planner during the initial interviews for that position. He will keep the Board apprised of this process.

### **Bass Fishing Permit – Big Alum**

S. Suhoski submitted to the Board an application for the Silver City Lunkers to hold a bass fishing event on Big Alum Pond from 6:00 a.m. until 2:00 p.m. on September 14, 2013. Chief Ford reviewed the application and requests that the participants be apprised of the rules of the lake (posted at the state boat ramp) and that a boat patrol detail be required. S. Suhoski requested the cost of the detail so that he can provide that to the organizers should the Board include same as a condition.

M. Redetzke commented that the permit should have been submitted to the Board months prior by the Town Administrator.

**MOTION:** That the Board of Selectmen approve the Special Use Permit Application of the Silver City Lunkers for a bass fishing event at Big Alum Pond from 6:00 a.m. until 2:00 p.m. on September 14, 2013, subject to the organizers requiring participants to review all applicable rules and regulations and that a Sturbridge Police Dept. boat patrol be assigned to the event as the Police Chief deems advisable, by M. Redetzke.

**2<sup>nd</sup>:** M. Blanchard

**Vote:** Four in favor; M. Dowling absent.

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

• **Municipal Buildings:**

o ***Library (updated 8/2)*** – Drummey Rosane Associates have been apprised of the approved funding for design of a replacement skylight system and are preparing a proposal. S. Suhoski and the Library Director have also discussed the need to complete the gutter repairs as a priority. A second draft of the scope of work is under review by DRA and the Building Commissioner with an expected deadline for quotes prior to August 29<sup>th</sup>.

o ***Town Hall (updated 8/2)*** – As indicated in S. Suhoski's prior report, a notice to proceed was issued to Jerry Day Fence company to complete the screening / protection of the HVAC units on the north side of the building. To date, the contractor arranged for DigSafe to review the site and S. Suhoski has had DPW and water/sewer mark any other underground utilities.

o ***Sturbridge Nursery School (updated 8/1)*** – The leak in the roof of this Town building was confirmed as repaired by both the contractor (Paul Davis Restoration) and by the school director. The work to repair damaged interior elements will commence next week. The contractor has initiated the work and opened up areas that needed to be dried up prior to making the final repairs. The school director and contractor are coordinating on the schedule for completion and S. Suhoski has submitted this project for payment by the Town's insurer.

• **Other Meetings / Miscellaneous:** S. Suhoski met with Veolia and DPW Director concerning water meter replacement and water/sewer operations and procurement for FY15; conducted two negotiating sessions with DPW/SEIU regarding contract; attended Land Use Division meeting; met with Tantasqua RSD Superintendent, Burgess School Principal and Police Chief regarding MOA for School Resource Officer; met with state project manager for tornado reclamation grant, viewed purchased capital equipment and prepared and filed year-end report; met with DPW Director re: Mountainbrook Road project; met with various department heads; prepared for and attended Personnel Committee meeting; attended tabletop "hurricane" drill at National Grid offices to review their processes; conducted interviews for fire lieutenant promotions; attended regional transportation meeting with MassPIRG, CMRPC and WRTA along with six regional

communities hosted in Town Hall; met with resident concerning sewer betterment appeal process (for August 19<sup>th</sup> meeting); met with resident of Hunter Lane, Town Planner and Assessor regarding subdivision questions versus homeowner association covenants; extensive work on final review of solar power agreements; extensive work on bid document revisions for water meter replacement, procurement of operation/management of water/sewer project and grant funded tree planting bid document; met with various citizen walk-ins for business certificates, etc.

### **Minutes**

**MOTION: To approve the minutes of April 22, 2013 as amended, by M. Blanchard.**

**2<sup>nd</sup>: P. Gimas**

**Vote: Four in favor; M. Dowling absent.**

**MOTION: To approve the minutes of May 13, 2013 as amended, by M. Blanchard.**

**2<sup>nd</sup>: P. Gimas**

**Vote: Four in favor; M. Dowling absent.**

**MOTION: To approve the minutes of July 1, 2013 as amended, by M. Blanchard.**

**2<sup>nd</sup>: P. Gimas**

**Vote: Four in favor; M. Dowling absent.**

**MOTION: To approve the minutes of July 15, 2013 as amended, by M. Blanchard.**

**2<sup>nd</sup>: M. Redetzke**

**Vote: Three in favor; P. Gimas abstained; M. Dowling absent.**

### **CDBG Reserve Funds**

S. Suhoski requested the Board's authorization for he and the Pioneer Valley Commission to seek CDBG reserve funds for the wastewater project at Sturbridge Retirement Co-op.

**MOTION: That the Board approve the request to execute the letter drafted by Jim Mazik of Pioneer Valley Planning Commission, by M. Blanchard.**

**2<sup>nd</sup>: P. Gimas**

**Vote: Four in favor; M. Dowling absent.**

### **Reappointment**

**MOTION: That the Board reappoint Thomas Chamberland as Associate Member of the Trails Committee for a term to expire on June 30, 2018, by M. Blanchard.**

**2<sup>nd</sup>: M. Redetzke**

**Vote: Four in favor; M. Dowling absent.**

### **Correspondence**

M. Redetzke read the correspondence list into the record.

**MOTION: To appoint T. Creamer as Board of Selectmen's delegate to the CMRPC, by M. Blanchard.**

**2<sup>nd</sup>: M. Redetzke**

**Vote: Three in favor; T. Creamer abstained; M. Dowling absent.**

### **Old Business**

M. Blanchard asked about when the state would complete the Route 131 line painting. S. Suhoski stated that DPW had twice called MassDOT maintenance, but did not receive a date. S. Suhoski will outreach directly.

M. Blanchard asked about the status of the water meter RFP. S. Suhoski said that the meeting with DPW and Veolia last week resulted in him drafting a revised RFP that is now undergoing a final technical review as to the specifications of the meter devices.

M. Redetzke raised a question concerning use of compensatory time. T. Creamer indicated that he had a concern as well, especially for employees that did not have a specific allowance for same under their hiring agreements. M. Redetzke will meet offline with the Town Administrator to discuss.

P. Gimás asked if the Senior Center parking issue had been resolved. S. Suhoski stated that he had met with the owner of Kaizen restaurant and for a second time with the Council on Aging Director. He indicated that a written policy with a one-month trial period would be forthcoming. If that does not solve any conflicts, the lot could be closed. T. Creamer suggested that Town Counsel review for liability purposes and whether any language / signage should be posted at the lot.

### **New Business**

**MOTION: To accept letter of resignation from the Assistant Town Clerk with regret, with best wishes, by M. Blanchard.**

**2<sup>nd</sup>: P. Gimás**

**Vote: Four in favor; M. Dowling absent.**

P. Gimás questioned when the FY14 tax rate hearing would be held. S. Suhoski said that there has been a preliminary hearing scheduled with the Board of Selectmen near the end of August, with the formal hearing in early September. T. Creamer suggested

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that the preliminary hearing be held at the August 19<sup>th</sup> Board of Selectmen meeting. S. Suhoski will check with the Principal Assessor to confirm the date.

T. Creamer expressed concern over the number of land “offers” that the Town has been receiving, and suggested that a policy might be helpful to the Town Administrator. He stated that he would not be scheduling executive sessions for such items unless requested by the membership of the Board. S. Suhoski said that the current parcel is under Chapter land taxation, and thus the Town would have a right of first refusal. He said that he would advise the owner to follow the formal process. M. Blanchard said that the Board could address this parcel when and if the right of first refusal was exercised.

**MOTION: To adjourn, by M. Blanchard.**

**2<sup>nd</sup>: P. Gimás**

**Vote: Four in favor; M. Dowling absent.**

The meeting was adjourned at 10:30 p.m.

Respectfully submitted,

Judy Knowles

---

BOS Clerk

Date