

January 28, 2014

**BOARD OF SELECTMEN  
MINUTES  
JANUARY 28, 2014**

Present: Priscilla Gimas, Chairman  
Mary Blanchard  
Mary Redetzke  
Mary Dowling  
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 asked for a moment of silence for Hal White and Dawn Clarke.

M. Blanchard announced the senior/low income tax assistance program open until February 15<sup>th</sup>.

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

**Approval of Minutes**

**MOTION: To approve the minutes of December 16, 2013 as amended, by M. Blanchard.**  
**2<sup>nd</sup>: M. Redetzke**  
**Vote: All in favor.**

**MOTION: To approve the minutes of January 6, 2014 as amended, by M. Blanchard.**  
**2<sup>nd</sup>: M. Redetzke**  
**Vote: All in favor.**

**Veritas Restaurant – Alteration of Premises Request – Continuation of Public Hearing**

The Board has previously been provided a copy of correspondence dated January 16, 2014 from the owners of Veritas requesting leave to withdraw their application for an alteration of premises without prejudice.

**MOTION: That the Board of Selectmen grant K&J Catering d/b/a Veritas Restaurant leave to withdraw their application for an alteration of premises for liquor licensing purposes without prejudice, by M. Redetzke.**  
**2<sup>nd</sup>: M. Dowling**

**Vote: All in favor.**

**Fire Chief David Zinther**

Chief Zinther appeared before the Board, and advised them of the extraordinary response by his staff to the recent motor vehicle rollover. P. Gimás thanked him for informing the Board.

**Public Hearing: Logging Permit – New Boston Road, Cedar Street, Gay Road  
(James DiMaio o/b/o Plimpton Meadows, Inc.)**

James DiMaio appeared before the Board. He had submitted an application for a logging permit on behalf of Plimpton Meadows, Inc. for approximately 180 acres of land generally located between New Boston Road and Cedar Street (DCR approved cutting plan File no. 287-6681-14).

The forest cutting plan was approved for the period of November 27, 2013 through November 26, 2015 by the state forester. The Conservation Commission reviewed the plans and approved same by memorandum dated December 20, 2013. The DPW Director approved subject to confirmation that the road maintenance bond of \$5,000 submitted by Hull Forest Products, Inc. is renewed beyond March 16, 2014 should the project extend past that date.

A copy of the combined certified abutter's list for the parcels was submitted to the Board.

S. Suhoski noted that the Board typically places limits on the hours of operation, and that prior coordination with local school bus coordinator be required prior to trucking activities.

Francis Ryan, direct abutter, appeared before the Board and stated that there are some issues with property boundaries. He said that trees had been hacked and painted thirty feet from his back doorstep. On December 19, 2013 Mr. Gaumond had demanded that they remove cars parked at the top of Holden Road. He read an email into the record. Mr. Gaumond had widened the footprint of Holden Road when he needed to access the gravel pit in the back and raised the original grade of the road and paved it, which created the current boundary issue that F. Ryan is now confronted with. F. Ryan said that the public right of way to the mowing field is located at 279 New Boston Road, not 275 New Boston Road. He noted that it is recorded at the Worcester County Registry of Deeds. He expressed his opposition to their access on Holden Road.

James DiMaio offered to come out and take a look at the trees that had been hacked, and agreed to work with Mr. Ryan on this. He said that Chapter 61 requires that boundaries be identified and painted in red. He assured the Board that there will be no harvesting of trees near Mr. Ryan's house.

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

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

**Vote:** All in favor.

**MOTION:** That the Board of Selectmen approve a logging permit for James DiMaio o/b/o Plimpton Meadows, Inc. for 180+/- acres of land off New Boston Road and Cedar Street in accordance with the Forest Cutting Plan approved Nov. 27, 2013. Said logging operations are to be limited to Monday through Friday, 7:00 a.m. to 5:00 p.m. daylight permitting, and Saturdays from 8:00 a.m. until Noon and subject to prior trucking route coordination with the Town's school bus coordinator and posting of a \$5,000 road maintenance bond for the duration of the project as approved by the Director of Public Works, by M. Redetzke.

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

**Vote:** All in favor.

**Continuation of Public Hearing: Logging Permit – Fiske Hill Road, Hall Road, Chase Road (Yankee Woodlands)**

Craig Masterman, of Yankee Woodlands appeared before the Board, and had submitted an application for logging permits on behalf of two abutting properties that share some common ownership, namely,

- 74+/- acres off Fiske Hill Road owned by The Adam Trust and The Watson Trust (DCR approved cutting plan File No. 287-6770-14), and
- 36+/- acres off Hall Road and Chase Road owned by the Adam Trust (DCR approved cutting plan File No. 287-6771-14).

Both of the forest cutting plans were approved for the period of December 20, 2013 through December 20, 2015 by the state forester.

The Conservation Commission reviewed the plans and submitted a memorandum of approval stating that *"Mr. Masterman has done a wonderful job of selecting trees for harvest and leaving a significant number of these [large oak tree] monarchs for seed trees and forest regeneration."*

The DPW submitted a memorandum stating that the required \$5,000 road maintenance bond must be submitted for the landing site off Chase Road prior to any trucking commencing. The hauling from the Fiske Hill Road site will be to Route 20 through the New England Truck Stop property and thus no local road bond is required. Evidence of notification to the abutters is on file.

S. Suhoski said that subject to public comment, these permits appeared ready for the Board's presumptive approval. He noted that the Board typically places limits on the hours of operation, and that prior coordination with local school bus coordinator be required prior to trucking activities. He recommended separate votes for record-keeping purposes.

Elizabeth Sheldon submitted a letter to the Board containing requested conditions. The Board informed her that some conditions were not within the Town's authority.

Cheryl Reeve informed the Board that she has horses, and requested a condensed schedule and notice before work commences near her property.

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

**2<sup>nd</sup>: P. Gimás**

**Vote: All in favor.**

**MOTION: That the Board of Selectmen approve a logging permit for Yankee Woodlands on behalf of The Adam Trust for 74+/- acres of land off Fiske Hill Road in accordance with the Forest Cutting Plan approved Dec. 20, 2013. Said logging operations are to be limited to Monday through Friday, 7:00 a.m. to 5:00 p.m. daylight permitting, and Saturdays from 8:00 a.m. until Noon, excepting Commonwealth of Mass. holidays, and subject to prior trucking route coordination with the Town's school bus coordinator, by M. Redetzke.**

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

**Vote: All in favor.**

**MOTION: That the Board of Selectmen approve a logging permit for Yankee Woodlands on behalf of The Adam Trust for 36+/- acres of land off of Chase Road and Hall Road in accordance with the Forest Cutting Plan approved Dec. 20, 2013. Said logging operations are to be limited to Monday through Friday, 7:00 a.m. to 5:00 p.m. daylight permitting, and Saturdays from 8:00 a.m. until Noon, excepting Commonwealth of Mass. holidays, and subject to prior trucking route coordination with the Town's school bus coordinator and posting of a \$5,000 road maintenance bond as approved by the Director of Public Works, by M. Redetzke.**

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

**Vote: All in favor.**

### **Department Head Reports**

The Board heard a report from Building Inspector Bob Camacho, who discussed the status of the Library gutters, Public Safety Complex floor, elevator maintenance, the new GeoTMS database for unified permitting, and §110 certifications for liquor licenses, schools and assembly.

As noted in S. Suhoski's report, Chief Ford was away at an executive management training course through the Federal Bureau of Investigation. He will present his department head report on February 18<sup>th</sup>.

### **Old Sturbridge Pizza and Restaurant – Bring Your Own (Beer/Bottle) (BYOB)**

Skerdilajd Koraqi, the owner of Old Sturbridge Pizza & Restaurant at 392 Main Street, submitted a notification/request of his desire to allow patrons to bring their own alcoholic beverages on to the premises for consumption (so-called BYOB).

S. Suhoski recalled another local business during his tenure having so notified the Board of Selectmen as a courtesy. He also inquired whether Chief Ford was aware of any local prohibition or regulation on the topic.

Based upon his research, BYOB is not allowed in any establishment that has a liquor license, but is otherwise not prohibited, unless a municipality has a local bylaw or ordinance addressing same.

In reviewing Sturbridge's bylaws, S. Suhoski noted that there is a requirement for specific training for employees of establishments holding liquor licenses (General Bylaw Chapter 7.60), but no other applicable requirements and no reference to "BYOB."

The state Alcoholic Beverages Control Commission FAQ #25 addresses the BYOB question:

***25. Can everyone bring their own beer, wine, or other alcoholic beverages into an establishment (so-called "BYOB")?***

*Not if the establishment has a liquor license. If the establishment has a liquor license, then no one can carry onto the premises their own beer, wine or other alcoholic beverages for their own private consumption (so-called "BYOB" or "brown-bagging"). If the establishment does not have a liquor license, then one must check with the city/town in which the establishment is located to learn if there is any local law dealing with bringing one's own beer onto an establishment for personal consumption.*

S. Suhoski informed the Board that General Bylaw 7.60 may provide useful guidance, should the Town desire to implement some measure of control upon BYOB establishments, or alternatively, upon request of the Board he will query Town Counsel as to whether other communities have simply prohibited the practice, or whether a sample bylaws to regulate the practice.

In the absence of a regulation addressing this issue, S. Suhoski recommended the Board acknowledge receipt of the current notification and place it on file.

P. Gimás stressed safety, and asked about how to ensure that minors are not served.

M. Dowling did not like the idea of Sturbridge being considered a “drinking town,” and suggested that the Board look at the possibility of the adoption of a quota, which would place a limit on the number of liquor licenses in the town. She noted that the Town has no guidelines or conditions regarding BYOB. M. Redetzke agreed, and said that there should be some safety nets in place.

**MOTION: To place correspondence of Skerdilajd Koraqi, of Old Sturbridge Piazza & Restaurant, requesting the ability to have BYOB in the business establishment on file, by M. Redetzke.**

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

**Vote: All in favor.**

### **Discussion re: Sturbridge Tourist Association Bylaw**

Selectman Dowling had initiated discussion of this item at the Board’s last meeting. S. Suhoski said that this is clearly a policy decision for the Board and Town Meeting.

S. Suhoski said that he believes that a reduction to five members makes sense, through elimination of the selectboard and finance seats. Also, he believes that the suggestion of a part-time staff coordinator – funded through the STA budget – is worth further exploration.

S. Suhoski’s opinion was that the STA should be reviewing, discussing and deciding the types of activities the committee would fund to promote tourism and tourism-related business development, but that the implementation of actual activities should be by public or private sector proponents that bring forward funding requests.

S. Suhoski said that if the added benefit of a part-time “Main Street Coordinator, Events Planner and Business Coordinator” or similar position came to fruition, the STA could take a stronger role in ensuring a seasonal event specific to bringing folks to Sturbridge. He said that this role is a better match for the tourism tax dollars than an “Economic Development Director” or other form of business recruitment position, especially where Sturbridge has focused and limited corridors where commercial and industrial development are allowed by zoning. However, by having a “Main Street Coordinator” position that can assist our existing corporate citizens by promoting Sturbridge’s assets and helping to organize events that boost local tourism, the STA would be substantially more productive and sustainable.

M. Blanchard felt that the older model had worked better, as it was not totally Town driven. She suggested fine tuning the old SATA. She said that it started running into trouble when somebody disagreed with the money that the Chamber was asking for. She noted that they are in the business of promoting tourism and they have the assets and knowledge to do it better. She said that the idea of a coordinator sounded good, but there would need to be a cost analysis done.

M. Dowling said that the existing committee is not sustainable long term. She said that it is nobody's job to promote tourism, event planning and hospitality.

M. Redetzke said that she had read the minutes of February 20, 2013 and March 27, 2013 and there was a tourism study. The STA had talked about hiring an event planner; this person would coordinate events and work with Town officials and volunteers. She suggested that this be looked into, and hiring someone on a contract basis would be a good idea. She noted that having all type A personalities serving on the STA can be a problem. She said that it would be worthwhile for Sturbridge to hire a consultant to figure out what it must do to define itself and set itself apart from other tourist destinations and become the best it can be. She said that it was suggested using community support for this purpose. She said that she was on the Finance Committee when SATA was re-invented, and did not agree with going back to the same configuration with SATA as it didn't work back then, and going back to the same way doesn't make any sense. She didn't think that the STA should stand alone without a Selectman voting member, as tax dollars are being spent by them.

P. Gimas said that she was also on the Finance Committee when the STA had come to fruition. She had talked to some of the businesses to find out why they were supportive of it, and one of the reasons was the cost of belonging to the Chamber. Small businesses felt that the money spent on joining the Chamber should be spent on advertising instead. She said that they had no objection to the Chamber, it was financial. She expressed concern that the Chamber advertises for several towns, while the STA advertises for Sturbridge tourism. She did not believe that it was necessary for a member of the Board of Selectmen or Finance Committee to be part of it. She noted that it does have challenges, and perhaps hiring an event planner/economic developer would be a good idea. She thought that a lot of progress could be made with the right people on board, for the betterment of Sturbridge. She said that during the public hearing on the Commercial Tourist Revitalization Plan (held on January 14<sup>th</sup>) one of the things they talked about was that the rooms and meals tax is plateauing in Sturbridge, yet in Massachusetts they are going up. Sturbridge is kind of static, which is not good, as the burden could shift to the resident taxpayers. She noted that the STA still does not have an identity mark. She indicated that she liked M. Dowling's first proposal.

Brian Amedy, Chairman of the STA, appeared before the Board. He said that the STA is down to five people, including P. Gimas and Kevin Smith; two members are in the lodging industry, and one member is a small business owner. He said that the STA was created to help the small businesses who could not belong to the Chamber. He said that they have a dilemma because they have a website that they cannot use, because the former Chairman and former members have a password. The website is useless and should be scrapped and done over. They need some assistance by way of a coordinator, or have it turned back to the Chamber.

M. Dowling said that there was a reason that a change had taken place. Town meeting supported the STA. Some concerns need to be addressed, and she suggested inviting discussion with the Chamber to address the concerns of the proponents of the new

model. She said that the bigger businesses that generate the hotel tax were not on board with the whole concept, and were loyal to the old model. She asked Brian Amedy which of the two proposals he preferred.

B. Amedy said that he has served on the STA for four years, and spent 15 years on the SATA board. He said that the old model had worked for many years. The small businesses have not come forward with proposals, as they don't have time to be involved in this.

P. Gimás said that some of the small business owners don't live in Sturbridge. B. Amedy said that they may not know that help is out there. The Chamber comes forward for financial assistance, and has its own tourism group. He said that the budgetary process will be another dilemma.

P. Gimás asked why the most recent resignation had happened. B. Amedy said that the member had disagreed with what was happening with the Board of Selectmen because of this item being brought up without the STA being consulted. P. Gimás said that she had attended the STA meeting, and the individual was very indignant that the STA had not been invited to sit down and discuss this. P. Gimás' statement was that the members of the Board of Selectmen had no clue what M. Dowling was going to say.

M. Dowling said that P. Gimás had asked whether the Board of Selectmen should have a joint meeting with the STA. She said that she needed to gauge how the Selectmen felt about having a coordinator, as nothing had been decided. She noted that this was a brainstorming session. P. Gimás said that she had made that clear, the fact that none of the Selectmen had known ahead of time. M. Dowling noted that there have been a lot of Open Meeting Law complaints, and she will not put the Board in a position where she submits a memo to everybody to read, and then give her their input. P. Gimás said that she had stated at the STA meeting that this request from Selectmen Dowling was at least eight months in the offing.

B. Amedy said that the idea of having an event coordinator was presented a few years ago by another member, and he was told to write a job description for it, but never did.

Alix McNitt, Executive Director of the Chamber of Central Mass. South, appeared before the Board. P. Gimás asked why tourism in Massachusetts is up, but Sturbridge is seeing a decline. She noted that the message has improved over the last few years. She indicated that their chief concern was with the loss of momentum. They had built a brand based on research. It had taken the STA three years to coalesce to the extent that it did; in that time, the crash of 2008 happened, and businesses were lost that were tourist specific in the tourism district. She noted that the Chamber has a Tourism Committee that has been working all along and working with the STA. They want to be partners with the Town. She felt that it is not working, and is not sustainable the way it is right now. She said that with only \$140,000 to spend, it will cost about 25%-30% of that to hire a coordinator. She noted that the upcoming rotary road project could scare people away, causing about three years of disruption for local businesses.



M. Dowling said that the people at Town Meeting have requested that there be more special Sturbridge events scheduled, such as the Harvest Festival and Restaurant Week. She said that assuming the Board is willing to pursue some type of older model through the Chamber, in order to make it fly politically, it will be necessary to go back to Town Meeting and let them know that concerns are being addressed and progress has been made.

Alix McNitt noted that one of the things they have addressed was concern that some Sturbridge businesses who were not members of the Chamber did not have their materials in the Information Center. She said that now Sturbridge businesses can have materials displayed at the Information Center, whether they belong to the Chamber or not. She said that the Town is paying for support of the Information Center, so those businesses in Sturbridge can benefit. In terms of events, the Chamber will continue to host the Harvest Festival, and the Tourism Committee is looking at making the 25<sup>th</sup> anniversary in October special. She noted that there needs to be something to drive tourism and get visitors to stay overnight in Sturbridge. She said that regarding events, the challenge of working with small sole proprietor businesses are the financial issues. She did not think it was a realistic expectation that small business owners would come forward with event planning, as they have limited resources. She noted that the Sturbridge Host Hotel and the Publick House are the Town's best hospitality resources. She said that she would work with the retailers on a special incentive program; they could offer a 10% discount, using different communication channels.

S. Suhoski noted that there is no singular message for the Town. He suggested using a task force. M. Blanchard said that a task force would be more apt to come up with a solid proposal. M. Dowling said that it would be great to have a brainstorming task force, but the Board of Selectmen has to give direction with respect to what avenue to take.

James Waddick, 78 Allen Road, a member of the Board at the Chamber, suggested deciding on what to try to accomplish first. He noted that the Brimfield Flea Market puts a lot of heads in beds. He emphasized the need to take a broader view, and put forth a regional effort.

**MOTION:** That the Board direct the Town Administrator to come forward with a recommendation (in time for the budget season) with respect to how to best utilize the money generated by the hotel tax, and to get input from Alix McNitt as to which is the best approach, by M. Dowling.

**2<sup>nd</sup>:** P. Gimás

**Vote:** All in favor.

### **Veterans Municipal Service Program Appointment**

S. Suhoski informed the Board that Walter E. Giza, of Cricket Drive, has been certified as eligible to participate in the VMSP by the Town's Veterans Agent and his efforts

would be welcome in the Library. Mr. Giza would represent the second veteran in this program that can accommodate a maximum of 30 participants.

**MOTION:** That the Board of Selectmen approve the above-named applicant for participation in the Veterans Municipal Service Program and to be assigned to the Library Director, by M. Redetzke.

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

**Vote:** All in favor.

#### **Snow and Ice Deficit Spending Request / Advisory**

S. Suhoski submitted to the Board a memorandum dated January 7<sup>th</sup> from the DPW Director requesting approval for deficit spending for the various snow and ice removal accounts. While there have been only a few snowstorms, as noted in the memo, with the many nights/mornings of “black ice” crews have already been called out 18 times this season to treat roads.

**MOTION:** That the Board of Selectmen approve deficit spending for snow and ice removal activities as detailed in memorandum of the DPW Director dated January 7, 2014, including up to \$15,000 for snow and ice purchase of services, up to \$25,000 for snow and ice supplies, and up to \$10,000 in snow and ice overtime, by M. Redetzke.

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

**Vote:** All in favor.

#### **Disposition of Surplus Electronic (computers/peripherals)**

S. Suhoski submitted an email dated January 17<sup>th</sup> from the Finance Director seeking permission to donate surplus computer and peripheral equipment to the Computer Technology Department at Tantasqua. The students utilize the computers as part of their training and eventually donate their repaired or refurbished equipment to needy families or students in the school district. These items have no substantive cash or functional value to the Town and S. Suhoski fully supports this endeavor, as it will help us to “clean house” of outdated equipment.

**MOTION:** That the Board of Selectmen approve the disposition of obsolete computer and peripheral equipment to the Tantasqua Regional School District to be coordinated by the Finance Director as part of the Town’s ongoing computer replacement program, by M. Blanchard.

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

**Vote:** Three in favor; M. Redetzke opposed.

#### **Chief Ford Accepted to Executive Law Enforcement Training at FBI Headquarters**

Chief Ford was invited to participate in the 74<sup>th</sup> Session of the Law Enforcement Executive Development Seminar (LEEDS) at the FBI Academy in Quantico, Virginia over the next two weeks. It is quite an honor for our Police Chief to be accepted into this program.

According to FBI Director Robert S. Mueller, III, topics to be covered will include: Role of the Executive, 21<sup>st</sup> Century Leadership, The Leadership Role in Law Enforcement Ethics, Crisis Management, Problem Solving and Leading Change.

Chief Ford will be available by phone during the training and Lieutenants Saloio and Dessert will assume day-to-day operations.

The Chief had to defer his initial placement in the prior academy due to his commitment as both Police Chief and Acting Fire Chief, and S. Suhoski is pleased that he is able to pursue this endeavor.

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

- **Municipal Buildings:**

- ***Library (updated 1/17)*** – The Town's insurer has elected to secure tarps over the skylight system to abate any leaks over the winter. Funding for the replacement has been submitted for the FY15 capital plan. The Library Director, Building Inspector and S. Suhoski have met together on several occasions – including with outside vendors – to review the exterior needs of the Library including the gutter replacement and projected needs for slate roof repair, exterior painting and cupola repair. They are working on an action plan for presentment next month.
- ***Town Hall / Center Office Building (updated 1/2/14 – no change)*** – Separately, S. Suhoski is working to have an electrician provide a cost estimate and loading estimate for generation at Town Hall and COB as requested by the Board of Selectmen. He previously advised that, between the efforts of Lt. Mark Saloio, and a grant opportunity that he is exploring, that may gain access for up to \$12,500 towards installation of a portable generator for Town Hall. This item will stay on the report until realized.
- ***Public Safety Complex (updated 1/17)*** – CME has completed design development and this project only awaits Special Town Meeting action.

- **Infrastructure Projects:**

- ***Mountainbrook Road Betterment / Drainage Project (updated 1/17):*** The DPW Director and I met with four representatives of the Mountainbrook Private Road Association to review final draft plans and discuss bidding timelines. It is expected that plans will be submitted to the Conservation Commission for review and approval in February with bidding to commence thereafter. A target date of April 7<sup>th</sup> has been established to bring a bid to the Board of Selectmen for award.
- ***Champeaux Road Bridge (updated 1/2):*** This project is eligible for state Chapter 90 funds. The Board has also requested me to research whether

other sources of funds are available to help cover the estimated \$1.45 million total cost of bridge replacement. Following is a concise summary of the recent chronology:

- November 2012: Study report completed by CME Associates, Inc.
  - March 2013: Town Administrator and DPW Director meet with Army Corps of Engineers project manager re: project and potential funding.
  - June 2013: Town Administrator and Board of Selectmen author letters to Governor supporting increase to general Chapter 90 allocation.
  - July 2013: Governor increases initial Ch. 90 allocation from \$150M to \$200M (or \$432,116 for Sturbridge).
  - July 2013: Town Administrator met with representative from USDA-Rural Development concerning various funding opportunities for public projects.
  - July 2013: Champeaux Road residents met with Board of Selectmen to discuss project and timeline.
  - August 2013: Town Administrator submits letters-of-interest through CDBG-DR grant program for Champeaux Road bridge replacement and for Walker Pond drainage improvements.
  - August 2013: DPW Director and Town Administrator met with residents of Champeaux Road to review preliminary plans and timeline as requested by Board of Selectmen.
  - August 2013: following request of Town Administrator, Rep. Todd Smola inquires about state funding through MassDOT (none available, however, MassDOT regional engineer to work with DPW Director on review of CME plans and options).
  - CME incorporated verbal comments from Army Corps of Engineers into preliminary plans.
  - The DPW Director completed review of preliminary plans.
  - Site meeting with CME, DPW Director and MassDOT conducted on October 11<sup>th</sup> to further design development and inquire about state bridge funding.
  - DPW Director completed review of 75 percent design plans. Meeting with DPW Director, Town Administrator and CME engineers held on January 2<sup>nd</sup> to offer final comments. Once design approved by DPW Director, it will be presented to the residents and then the Board of Selectmen. Ultimately, the project will need to be budgeted through Ch. 90 and/or other resources by approval of Board of Selectmen.
  - Next: project estimated for January-February 2014 bid with one year construction period commencing early summer 2014 subject to availability of funds. The Town is seeking to incorporate penalties for slow performance and modest bonuses for early completion and avoidance of lengthy detours.
- **Other Meetings / Miscellaneous:** Other items include: met with Department Heads including MIIA Rewards program representative; attended Worcester Regional Retirement annual meeting with Finance Director; met with Burgess School OPM and committee co-chairs regarding warranty item; several meetings with Library

Director and COA Director regarding building issues; met with Board of Health agent; attended Commercial Tourism District Plan public hearing hosted by Planning Board; met with vendor regarding slate roof inspection and repair program; met with Chief Ford regarding Fire Dept. transition issues.

### **Correspondence**

M. Redetzke read the correspondence list into the record.

### **Old Business**

M. Redetzke asked about the status of the comp time policy. S. Suhoski said that there is a personnel policy and a memo that was issued a year and a half ago, but there was ambiguity in the memo in terms of accrual. At the Department Head meeting in November or December S. Suhoski advised the department heads in terms of non-accrual. He will issue a further tightening of the policy.

M. Redetzke asked whether accrual starts after 35 hours. She noted that some employees start accruing hours after 40 hours of work, while others start after 35 hours. S. Suhoski said that it gets confusing because the personnel policy allows comp time for hourly paid employees as needed. For salaried individuals, it allows for flexible scheduling. The practice has been above the standard work week. Town Hall departments work a 35 hour work week; public safety and DPW have a 40 hour work week. He said that the intent of the memo was to limit any accrual of flexible/comp time. The issue was that hours had built up over years to something that there is no funding for, and it became an unfunded liability. He feels the need to rein it in. His last policy did not clearly articulate it. He noted that in any given fiscal year, employees must use vacation time or lose it. In some cases it can be carried over, if the employee gives him a fixed date for using the vacation time. He said that there will be a further written definitive policy.

M. Dowling said that S. Suhoski's approach is very reasonable. She did not think that comp time should be carried over from one year to another.

P. Gimas said that there should be some flexibility and consideration of human situations.

M. Redetzke noted that in the private sector, salaried employees typically work 40-45 hours a week. P. Gimas said that municipal employment is different from private sector employment. M. Dowling said that what employees were told when they were hired, their terms and conditions of employment, should be taken into consideration. M. Blanchard said that there needs to be clarification.

P. Gimas thanked the Planning Board for their time and effort on the Wind Zoning Bylaw.

P. Gimas said that regarding the Commercial Tourist Revitalization Plan:

- 1) No final plan has been presented to the Board of Selectmen for acceptance.
- 2) No monies have been suggested to the Board or by the Board.
- 3) When a plan comes before the Board with a figure, the Board may accept and support the plan, but the decision to spend the money rests with the residents at Town Meeting.

M. Blanchard said that the CTD plan that was presented is a conceptual plan; people think it is imminent.

M. Dowling said that whether it is this CTD plan or a modified version, the plan is needed in order to apply for grant funds.

### **New Business**

**MOTION:** That the Board accept with regret the resignation of William Mitchell as Principal Assessor and thank him for his hard work and wish him well, by M. Blanchard.

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

**Vote:** All in favor.

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

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

**Vote:** All in favor.

The meeting was adjourned at 10:25 p.m.

Respectfully submitted,

Judy Knowles

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BOS Clerk

Date