

March 31, 2014

**BOARD OF SELECTMEN
MINUTES
MARCH 31, 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 requested a moment of silence to honor the Boston firefighters who had lost their lives last week.

M. Blanchard announced the candidates' debate for the Tantasqua School Committee and Board of Selectmen, to be held on April 4th at 7:00 p.m. at Veterans Memorial Hall, Sturbridge Town Hall. Absentee ballots are available in the Town Clerk's office.

Minutes

MOTION: To approve the minutes of February 24, 2014 as amended, by M. Blanchard.
2nd: M. Redetzke
Vote: All in favor.

MOTION: To approve the minutes of March 17, 2014 as amended, by M. Blanchard.
2nd: P. Gimas
Vote: Three in favor; M. Redetzke abstained.

Robin Lataille – Donate Life

Robin Lataille appeared before the Board, and spoke to the importance of organ donations. She requested that April be proclaimed "Donate Life Month" in Sturbridge. She is the beneficiary of an organ transplant, and has competed as a swimmer in the Transplant Games. She is now an advocate for the New England Organ Bank.

The Donate Life flag will be raised on Wednesday, April 2nd at 3pm and flown over the Town Common during the month of April as it has for the past three years. All are invited to attend the brief ceremony.

M. Redetzke read the proclamation into the record.

MOTION: That the Board of Selectmen proclaim April 2014 to be “Donate Life Month in Sturbridge” as per the proposed proclamation, by M. Redetzke.

2nd: M. Blanchard

Vote: All in favor.

Correspondence

M. Redetzke read the correspondence list into the record.

MOTION: That the Board accept the resignation letter of Alex Menafo from the Council on Aging with regret, by M. Redetzke.

2nd: M. Blanchard

Vote: All in favor.

Transfer of Liquor License Request: Metat LLC d/b/a Enrico’s Brick Oven Pizzeria to Nicalmay S-Corp d/b/a Enrico’s Brick Oven Pizzeria, 500 Main Street

Elizabeth Alicea appeared before the Board. S. Suhoski informed the Board that Elizabeth Alicea is the proposed new manager and owner of the liquor license currently held by Metat LLC. Ms. Alicea has most recently worked at the Oxhead Tavern and is purchasing Enrico’s Brick Oven Pizzeria from owner Ted Metaxas. The new licensee at 500 Main Street would be Nicalmay S-Corp d/b/a Enrico’s Brick Oven Pizzeria. S. Suhoski reviewed the entirety of the file for completeness.

MOTION: That the Board of Selectmen approve a transfer of license from Metat LLC d/b/a Enrico’s Brick Oven Pizzeria to Nicalmay S-Corp d/b/a Enrico’s Brick Oven Pizzeria, Elizabeth Alicea, of Charlton, to be manager of record, for the premises at 500 Main Street, by M. Redetzke.

2nd: M. Blanchard

Vote: All in favor.

Apple New England, LLC (Applebee’s) – Change of Manager Application

This item was deferred from the last meeting due to the absence of the applicant. Anthony Quartarone appeared before the Board.

S. Suhoski informed the Board that Apple New England, LLC applied for a change in manager from James Serewicz to Anthony Quartarone for its Applebee’s location at 120 Charlton Road (in Hobbs Brook plaza). No abutter notifications were required. S. Suhoski reviewed the application materials and found them complete. It appears that Mr. Quartarone will spend approximately 55 hours per week on premises. His 10-year employment history shows nearly two years of service with Applebee’s in Sturbridge, a

short stint with Panera Bread, and over seven years of experience with a Friendly's restaurant in Worcester.

MOTION: That the Board of Selectmen vote to approve a Change of Manager from James Serewicz to Anthony Quartarone under the liquor license of Apple New England, LLC d/b/a Applebee's Neighborhood Grill & Bar, 120 Charlton Road, as requested in Petition for Change of License dated February 16, 2014 and all supporting documentation, by M. Redetzke.

2nd: P. Gimás

Vote: All in favor.

FY15 Budget Discussion

Barbara Barry, Finance Director and S. Suhoski were present to respond to questions from the Board with respect to the recommended FY15 budget that was released at the joint meeting of the Board of Selectmen and Finance Committee on March 1st. This document was in the budget books that were given to the Board.

S. Suhoski pointed out that while the Town Administrator's recommended \$28.2 million budget is a 2.4 percent increase over FY14, the general government portion of the budget is only proposed to increase by 1.6 percent, subject to any modifications made by the Board of Selectmen and Finance Committee.

S. Suhoski read each line item into the record. The Board put a hold on the following line items: 3, 6, 8, 9, 16, 17, 22, 23, 24, 27, 28, 32, 37, 38, 39, 47, 48, 50, 53, 54, 62, 64, 70, 74, 75, 76, 77, 81, 82, 83, 85, 86, 87, 88, 89, 90, 101, 102, 103, 106, 107, 108, 116, 118, 119, 120, 121, 123, 124, 125, 129, 131, 136, 143, 144, 152, 171, 182, 184 and 186.

MOTION: That the Board approve the line item numbers that do not have a hold on them, by M. Blanchard.

2nd: M. Redetzke

Vote: All in favor.

MOTION: That the Board's recommendation for line item #3 be zero, by M. Blanchard.

2nd: P. Gimás

Vote: All in favor.

MOTION: That the Board approve line item #6 at \$114,729, by M. Blanchard.

2nd: P. Gimás

Vote: Three in favor; M. Redetzke opposed.

MOTION: That the Board approve line item #9 at \$4,500, by M. Redetzke.

2nd: P. Gimás

Vote: All in favor.

MOTION: That the Board approve line item #16 at \$58,938, by M. Blanchard.

2nd: P. Gimás

Vote: All in favor.

MOTION: That the Board approve line item #17 at \$12,167, by M. Blanchard.

2nd: P. Gimás

Vote: Three in favor; M. Redetzke opposed.

MOTION: That the Board approve line item #22 at \$63,555, by M. Blanchard.

2nd: P. Gimás

Vote: Three in favor; M. Redetzke opposed.

MOTION: That the Board approve line item #23 at \$41,766, by M. Blanchard.

2nd: P. Gimás

Vote: Three in favor; M. Redetzke opposed.

MOTION: That the Board approve line item #24 at \$60,149, by M. Redetzke.

2nd: M. Blanchard

Vote: All in favor.

MOTION: That the Board approve line item #27 at \$89,597, by M. Blanchard.

2nd: P. Gimás

Vote: Three in favor; M. Redetzke opposed.

MOTION: That the Board approve line item #28 at \$101,919, by M. Blanchard.

2nd: P. Gimás

Vote: Three in favor; M. Redetzke opposed.

MOTION: That the Board approve line item #32 at \$80,000, by M. Redetzke.

2nd: P. Gimás

Vote: All in favor.

MOTION: That the Board approve line item #37 at \$65,722, by M. Blanchard.

2nd: P. Gimás

Vote: Three in favor; M. Redetzke opposed.

MOTION: That the Board approve line item #38 at \$33,745, by M. Blanchard.

2nd: P. Gimás

Vote: Three in favor; M. Redetzke opposed.

MOTION: That the Board approve line item #39 at \$514, by M. Dowling.

2nd: M. Blanchard

Vote: All in favor.

MOTION: That the Board approve line item #47 at \$46,292, by M. Blanchard.
2nd: P. Gimas
Vote: Three in favor; M. Redetzke opposed.

MOTION: That the Board approve line item #48 at \$8,668, by M. Blanchard.
2nd: P. Gimas
Vote: Three in favor; M. Redetzke opposed.

MOTION: That the Board approve line item #50 at \$1,400, by M. Redetzke.
2nd: M. Blanchard
Vote: All in favor.

MOTION: That the Board approve line item #53 at \$74,660, by M. Blanchard.
2nd: P. Gimas
Vote: Three in favor; M. Redetzke opposed.

MOTION: That the Board approve line item #54 at \$29,321, by M. Blanchard.
2nd: P. Gimas
Vote: Three in favor; M. Redetzke opposed.

MOTION: That the Board approve line item #62 at \$37,975, by M. Redetzke.
2nd: M. Blanchard
Vote: All in favor.

MOTION: That the Board approve line item #64 at \$33,375, by M. Redetzke.
2nd: M. Blanchard
Vote: All in favor.

MOTION: That the Board approve line item #70 at \$100,320, by M. Redetzke.
2nd: M. Blanchard
Vote: All in favor.

MOTION: That the Board approve line item #74 at \$114,206, by M. Blanchard.
2nd: P. Gimas
Vote: Three in favor; M. Redetzke opposed.

MOTION: That the Board approve line item #75 at \$1,665,826, by M. Blanchard.
2nd: P. Gimas
Vote: Three in favor; M. Redetzke opposed.

MOTION: That the Board approve line item #76 at \$256,881, by M. Blanchard,
2nd: P. Gimas
Vote: Three in favor; M. Redetzke opposed.

MOTION: That the Board approve line item #77 at \$77,057, by M. Redetzke.
2nd: M. Blanchard

Vote: All in favor.

MOTION: That the Board approve line item #81 at \$95,300, by M. Blanchard.

2nd: P. Gimás

Vote: Three in favor; M. Redetzke opposed.

MOTION: That the Board approve line item #82 at \$668,315, by M. Blanchard.

2nd: P. Gimás

Vote: Three in favor; M. Redetzke opposed.

MOTION: That the Board approve line item #85 at \$48,746, by M. Redetzke.

2nd: M. Blanchard

Vote: All in favor.

MOTION: That the Board approve line item #86 at \$5,250, by M. Redetzke.

2nd: M. Blanchard

Vote: All in favor.

MOTION: That the Board approve line item #88 at \$23,634, by M. Blanchard.

2nd: P. Gimás

Vote: Three in favor; M. Redetzke opposed.

MOTION: That the Board approve line item #102 at \$5,757,937, by M. Blanchard.

2nd: P. Gimás

Vote: All opposed.

MOTION: That the Board approve line item #106 at \$67,757, by M. Blanchard.

2nd: P. Gimás

Vote: Three in favor; M. Redetzke opposed.

MOTION: That the Board approve line item #108 at \$8,250, by M. Redetzke.

2nd: M. Blanchard

Vote: All in favor.

MOTION: That the Board approve line item #116 at \$65,000, by M. Blanchard.

2nd: M. Redetzke

Vote: All in favor.

MOTION: That the Board approve line item #119 at \$1,500, by M. Redetzke.

2nd: P. Gimás

Vote: All in favor.

MOTION: That the Board approve line item #120 at \$166,672, by M. Redetzke.

2nd: M. Blanchard

Vote: All in favor.

MOTION: That the Board approve line item #121 at \$15,270, by M. Redetzke.
2nd: M. Blanchard.
Vote: All in favor.

MOTION: That the Board approve line item #123 at \$66,189, by M. Blanchard.
2nd: P. Gimás
Vote: Three in favor; M. Redetzke opposed.

MOTION: That the Board approve line item #124 at \$21,948, by M. Blanchard.
2nd: P. Gimás
Vote: Three in favor; M. Redetzke opposed.

MOTION: That the Board approve line item #125 at \$2,390, by M. Redetzke.
2nd: M. Blanchard
Vote: All in favor.

MOTION: That the Board approve line item #129 at \$19,610, by M. Redetzke.
2nd: M. Blanchard
Vote: All in favor.

MOTION: That the Board approve line item #131 at \$45,802, by M. Blanchard.
2nd: P. Gimás
Vote: Three in favor; M. Redetzke opposed.

MOTION: That the Board approve line item #136 at \$4,439, by M. Blanchard.
2nd: P. Gimás
Vote: Three in favor; M. Redetzke opposed.

MOTION: That the Board approve line item #143 at \$66,792, by M. Blanchard.
2nd: P. Gimás
Vote: Two in favor; M. Redetzke and M. Dowling opposed.

MOTION: That the Board approve line item #144 at \$245,133, by M. Blanchard.
2nd: P. Gimás
Vote: Three in favor; M. Redetzke opposed.

MOTION: That the Board approve line item #152 at \$7,500, by M. Blanchard.
2nd: P. Gimás
Vote: Three in favor; M. Redetzke opposed.

MOTION: That the Board approve line item #171 at \$49,400, by M. Redetzke.
2nd: M. Blanchard
Vote: All in favor.

MOTION: That the Board approve line item #182 at \$178,500, by M. Redetzke.

2nd: M. Blanchard

Vote: All in favor.

MOTION: That the Board approve line item #184 at \$45,000, by M. Redetzke.

2nd: M. Blanchard

Vote: All in favor.

MOTION: That the Board approve line item #186 at \$10,000, by M. Dowling.

2nd: M. Blanchard

Vote: All in favor.

Board of Selectmen Discussion re: Sturbridge Tourist Association

Per the Board's request, S. Suhoski submitted a pair of options with respect to future operation of the Sturbridge Tourist Association (STA) that were discussed at the Board's March 17th meeting.

The Board requested a refined budget estimate with respect to so-called "Option B" which would fund a part-time Economic Development / Tourism Coordinator to provide support to the STA and Town to promote tourism as a key component of the Town's economic development agenda.

As stated in his initial report, after extensive review and consideration, S. Suhoski came to the conclusion that the present composition and assumed function of the STA is not an efficient use of volunteer or financial resources.

S. Suhoski also believes that the STA's mission should be to promote tourism as a core component of the Town's economic development agenda. To accomplish this he proposed:

- I. that the STA's composition be amended to include two (2) members from the hotel/motel industry, two (2) members from restaurants or other tourist-related business and one (1) member to be a citizen-at-large. This will require a general bylaw amendment and should also include a Charter revision to reduce the number of members from seven to five (or, ideally, to remove any reference to this committee from the Town Charter), and
- II. that the STA re-focus its role to:
 - (a) be a decision-making entity for funding proposals to market and promote Sturbridge as a tourist destination under a common theme with local and regional tourist-related entities,
 - (b) fund externally-managed events (preferably quarterly by season) designed to draw regional visitors to Sturbridge, and
 - (c) support the public restrooms on Route 20 and a Visitor Information Center, and

III. that, to support this model, the STA's annual budget allocation be broken into two parts:

- (a) \$40,000+/- to fund a part-time "Economic Development / Tourism Coordinator" position that would promote tourism and economic development initiatives in the community and provide technical guidance and support to the STA, and
- (b) \$105,000+/- (the remainder of funds) to be administered by the STA for any of the purposes described in paragraph II above.

Economic development staff estimated at "low", "mid" and "high" range:

Low (\$60K): \$32.84/hr @ 18 hrs/wk = 30,856 + 2500 supp/equip: **\$33,357**

Mid (\$70K): \$38.31/hr @ 18 hrs/wk = 35,996 + 2500 supp/equip: **\$38,497**

High (\$80K): \$43.79/hr @ 18 hrs/wk = 41,145 + 2500 supp/equip: **\$43,646**

S. Suhoski noted that the STA is not intended to be an implementing body. It would revert to its traditional role as an approving authority for proposals that are deemed to be beneficial to the economic tourism base in Sturbridge.

With professional guidance and support, the STA could function as intended while improving the capacity of the Town, through the Tourism Coordinator, to enhance its economic base through tourism promotion, special events and coordination of effort with other local and regional tourist-related entities including the Chamber of Commerce.

It is foolhardy to ignore the importance of tourism on the economic base in Sturbridge. McCabe Associates recently found as part of its Commercial Tourist District research that the great majority of our hotel and motel visitors come from the region and beyond.

Consider that the hotel/motel and meals tax are projected at \$780,000 in general fund revenue for FY15. Absent this predominantly tourism-driven source of revenue, local property taxes would need to increase by nearly four percent to make up the difference.

The above does not account for the more substantial "multiplier effect" from these service businesses through employment, payroll being recirculated in the community and region, and patrons visiting other businesses (e.g. various antique stores, candle shop, museum, movie theater, etc.).

S. Suhoski said that the local population of Sturbridge is not sufficient to carry the various hotels, motels and restaurants that grace the community. He asked the Board to realize that other destinations in the region can and do "put heads in beds."

Economic development – and tourism success – is the sum of all parts and we must engage all of the attractions from the region while providing lodging right here in Sturbridge.

S. Suhoski submitted to the Board General Bylaw Chapter 1.90 that has been marked-up with language proposed to implement the above recommendation. Also, Section 6-2 of the Town Charter would require deletion of the Sturbridge Tourist Association from the “partial appointments” category (see following excerpt):

Partial Appointments

Sturbridge Tourist Association	6 of 7	3 years
Personnel Classification Committee	4 of 5	3 years
Community Preservation Committee	3 of 9	3 years
Zoning Board of Appeals	2 of 7	3 years
{Amended 4-9-12 by referendum & STM 11-7-11}		

It was the consensus of the Board to discuss this matter at the April 7th meeting.

Interim Building Inspector

S. Suhoski said that the prior building inspector is not continuing beyond the probationary period. Accordingly, S. Suhoski arranged interim coverage through Nelson Burlingame, of Charlton, who has covered for us before and is familiar with our system.

S. Suhoski sent Mr. Burlingame’s resume to the Board. He is a Certified Building Commissioner in the Commonwealth of Mass. and serves in such role for the town of Uxbridge. He has substantial experience in other communities as well on a part-time basis including the town of Brimfield. He was also a semi-finalist candidate for the Sturbridge position last fall.

The building office will be staffed during this period from Monday through Friday from 8:00 a.m. until 1:00 p.m. by the administrative assistant. Mr. Burlingame’s primary inspectional hours will be from Monday through Thursday from 2-4 p.m. as needed. He is also available on Friday mornings for plan reviews, permits and other meetings. He has agreed to a fee of \$40 per inspection as interim compensation which matches the other inspectors in the office.

S. Suhoski believes that the building inspection / facilities coordination model outlined during last year’s budget process will be successful with the right candidate. It is S. Suhoski’s intent to utilize Mr. Burlingame’s interim appointment as a trial period for both he and the Town; therefore, he is holding off on placing the advertisements for a couple of weeks to see how he progresses and whether he has interest in the permanent position.

MOTION: That the Board of Selectmen ratify the Town Administrator’s appointment of Nelson Burlingame, of Charlton, as Interim Building Inspector and Zoning Enforcement Officer effective March 20, 2014, by M. Redetzke.

2nd: M. Blanchard

Vote: All in favor.

Appointment of Part-time Clerk – Finance Committee

S. Suhoski proposed to appoint Cynthia Poirier to the position of part-time clerk (recording secretary) for the Finance Committee, effective immediately. Ms. Poirier has substantial municipal experience and a strong interest in the position. She would begin at \$14.78 per hour (Grade 2, Step 3) which is as contemplated in the budget.

MOTION: That the Board of Selectmen ratify the Town Administrator's appointment of Cynthia S. Poirier, of Holland, to the position of Part-time Clerk (Recording Secretary) for the Finance Committee at a starting hourly rate of \$14.78, effectively immediately, and subject to a six-month probationary period, by M. Redetzke.
2nd: M. Blanchard
Vote: All in favor.

Request for Special Legislation: Sewer Abatement at 47 Hillcrest Street

S. Suhoski noted that the Board is well-aware of this abatement request, which was approved as Article 30 at the Special Town Meeting on January 27, 2014, as follows:

**ARTICLE 30
REQUEST FOR SPECIAL LEGISLATION
SEWER BETTERMENT ABATEMENT – 47 HILLCREST ST.**

To see if the Town will vote to authorize the Board of Selectmen to request special legislation that would authorize the Selectmen to grant an abatement on all or part of the sewer betterment assessment for 47 Hillcrest Street despite the lapse of the six-month appeal period provided for in MGL c. 80, §5; or take any action in relation thereto.

S. Suhoski submitted to the Board a single-paragraph of language drafted by Town Counsel to file as special legislation. He requested a specific Board vote to authorize him to contact the state legislators and file this request.

MOTION: That the Board of Selectmen, pursuant to authority granted under Article 30 of the January 27, 2014 Special Town Meeting, hereby endorse and authorize the Town Administrator to request the Town's state legislative delegation to file "An Act Relative to a Betterment Assessment in the Town of Sturbridge" for the property at 47 Hillcrest Street, by M. Redetzke.
2nd: M. Blanchard
Vote: All in favor.

Hotel and Commercial Development: Route 20 and New Boston Road

Jay Patel, the developer of the proposed Holiday Inn Express at Route 20 and New Boston Road, met recently with S. Suhoski and Jean Bubon, Town Planner, to broach

the potential for a Tax Increment Financing agreement to help expedite the financing and construction of the new development.

S. Suhoski made outreach to the Mass. Office of Business Development to gather additional information. Mr. Patel will need to submit a formal request that will likely be based upon the difficult logistics of this particular site, the cost for compliance with local standards for design of buildings and site landscaping, and the general economic climate.

Even if granted a TIF, the immediate infusion of additional hotel/motel taxes would likely exceed any benefit granted. S. Suhoski will keep the Board apprised of any developments in this respect, as a TIF requires both Board of Selectmen approval and Town Meeting ratification.

CDBG Project Update

Jim Mazik of the Pioneer Valley Planning Commission, Mary Berry, Chris Geraghty, Beta Engineering and S. Suhoski held a start-up meeting to establish a general timeline for the CDBG funded wastewater treatment facility to serve the SRCC community.

Over the next two weeks, various requirements to gain release of the federal funds will be completed including a specific budget assigning the CDBG portion of funds towards eligible tasks or equipment and completion of the federal environmental review and Notice of Request for Release of Funds publication in the Telegram & Gazette.

The project team seemed very comfortable with a schedule anticipating production of bid documents by May 2014 and work proceeding expeditiously once a general contractor (GC) is engaged. Following is the DRAFT timeline:

<u>Task</u>	<u>Target Date</u>	<u>Parties</u>
Complete CDBG admin req's	April 2014	PVPC / TOWN
Update design documents	March – April 2014	BETA
Advertise / Invitation for Bids	April – May 2014	BETA / PVPC
Sign contract / insurance / bonds	June 2014	SRCC / PVPC
Shop drawing revisions	July – August 2014	BETA
Estimated construction period	Sept. 2014 – June 2015	GC / BETA / PVPC
Start-up and testing	July – August 2015	BETA / GC
O & M manual	June – July 2015	GC / BETA / SRCC
Record drawings filed	September 2015	GC / BETA
Administrative project close-out	Sept. – Oct. 2015	PVPC / TOWN

S. Suhoski said that at this point, the Town's role is to serve as the fiduciary pass-through for the funds and to monitor the performance of PVPC to ensure compliance with CDBG and Single Audit Act requirements. The time commitment is very minimal for the Town Administrator, Finance Director and Town Accountant in terms of oversight, but they fortunately each have substantial experience in the relevant areas to ensure a smooth grant administration.

In terms of CDBG strategy, they are designing the project funding to (ideally) utilize the CDBG funds for eligible costs that can be fully expended as quickly as possible.

The reasons are two-fold: (1) “cleaner” documentation of the CDBG benefit, and (2) a quicker drawdown of funds so that the Town can again become eligible to receive a future CDBG (there are “timely expenditure” of funds requirements that prohibit communities from applying for future grants if too much CDBG funds remain unexpended).

In S. Suhoski’s opinion, we have a very solid team working on this project. Going forward, the Board of Selectmen will receive a quarterly update (CDBGs have a quarterly reporting requirement to the state Dept. of Housing & Community Development). These quarterly reports will also be reviewed by the Finance Director and S. Suhoski for monitoring purposes, as the Town is the contracted fiduciary.

Annual and Special Town Meeting Warrants – June 2, 2014

The DRAFT Annual Town Meeting Warrant has been copied to the Board’s mailboxes. The Special Town Meeting Warrant will be submitted to the Board under separate cover on Saturday, April 1st. General Bylaw Chapter 1.07 requires the warrants for the Annual and Special town meetings to be provided to the Board on March 15th and March 31st, respectively.

The Bylaw states that the Board of Selectmen will close both the Annual and Special Town Meeting warrants at its first meeting in April and complete its recommendations by the last Friday in April. For this reason, the additional March meeting was contemplated to get a head-start (we’ll be working on the budget article at the least on Monday) and the warrants will be an agenda item for April 7th as well.

At this time it appears that there will be 21 articles (22 if we seek changes to the STA bylaw). Most are annual recurrences, but a few notable items include:

- Use of CPA funds for ongoing restoration in both North Cemetery and the Old Burial Ground
- Seek approval of a \$28.2 million FY15 operating budget
- Estimated water and wastewater budgets pending outcome of operations and maintenance bids this spring
- Placeholders for STA, Capital and Betterment committees (several meetings this and next week)
- Additional article seeking \$30,000 from free cash to the Ambulance Stabilization Fund to make-up for lack of contribution last fiscal year
- Transfer of funds from water reserve to continue meter replacement program
- Proposal for \$150,000 in free cash to be used for tax rate relief
- Proposed Zoning Bylaw amendment to clarify definition of a “street”, and

- Proposed Zoning Bylaw amendments to establish rules surrounding potential “medical marijuana” uses

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

- **Municipal Buildings:**

- ***All Buildings (updated 3/26)*** – the inspectors from Mass. Interlocal Insurance Association completed the annual review of all buildings on March 26. Generally, a report on any concerns will issue within 30 days of the inspection.
- ***Library (updated 3/28)*** – This item will be reviewed by the Capital Plan Committee on April 2nd. 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.
- ***Town Hall / Center Office Building (updated 3/28)*** – On March 17th, electrician Scott Southworth toured Town Hall for purposes of estimating the cost and feasibility of installing an electrical hook-up for a portable generator. Due to the layout of the utility room versus the location of the main electric service, a portable unit may not be feasible. Mr. Southworth came back on March 19th with a generation consultant to review the total load of the building. S. Suhoski anticipates receiving quotes for a portable – and permanent – generator solution in the near future. Lt. Saloio and S. Suhoski met this week to discuss two small grant programs that may assist with this endeavor.
- ***Public Safety Complex (updated 2/28)*** – CME Associates has provided a revised timeline for completion of the bid documents and actual construction of the floor replacement. We anticipate receiving bids on or about May 12th with construction occurring between June 1st and August 1st.

- **Infrastructure Projects:**

- ***Mountainbrook Road Betterment / Drainage Project (updated 3/14)***: The DPW Director met with the Conservation Commission last week; however, it was left undetermined as to whether the Town should file an NOI specific to the culvert replacement, or whether the existing DPW generic Order of Conditions would suffice as with most maintenance projects. S. Suhoski anticipates this issue to be resolved in the next two weeks and for bids to issue and be received by the end of April. The original target date of April 7th for bid award will be deferred pending the outcome of conservation matters.

- ***Champeaux Road Bridge (updated 3/14)***: The state Senate has included the \$1.45 million authorization for funds in the transportation bond bill; matching the House language. If the project survives the final approval process the Town will need to convince the Governor's office of the importance of releasing funds. Fortunately, as outlined in the report in the FY15 budget books, there is sufficient state Chapter 90 allocations available to complete the work. The DPW Director will bring this project back before the Board of Selectmen prior to any construction.
- **Other Meetings / Miscellaneous**: Met with two separate citizens regarding ongoing building projects; participated in land use division meeting; met with Town Planner and property owner regarding renovation plans; site visit with Charter, Fire Chief, town radio vendor and others relative to requested license agreement for new fiber optic under property of Public Safety Complex; met with Fire Chief re: various matters; met with Finance Director re: budget; Finance Director and TRSD IT Director re: town IT needs; met with Recreation Director and DPW Director to review latest plans for additional ballfields at Town Barn property (and other locations); met with resident concerned over subcontractor plowing operations; met with Town's outside auditor, Finance Director and Town Accountant regarding audit and upcoming changes in reporting; met with police lieutenants regarding temporary operations and potential grants; met with land use staff and new owner of property at 420 Main Street concerning reinvestment plans.

Old Business

P. Gimas requested that the Board submit their input regarding goals for the Town Administrator to her.

New Business

M. Blanchard asked about the status of the contract with Veolia. S. Suhoski said that their contract will expire at the end of the fiscal year, and he should be receiving bids by mid-May.

M. Dowling asked for a copy of the contract with the solar company. S. Suhoski said that it is not available yet, and they are still negotiating a lease agreement. M. Dowling requested a copy when it is done.

M. Redetzke asked about the status of the Charter contract. S. Suhoski said that it will expire in May 2015. He asked the Cable Advisory Committee to provide an update to the Board. He noted that there will be a public hearing in September. P. Gimas said that there have been some problems with Charter. Tom Cohan of Charter told her that there is a 10% discount for seniors age 65 and older, but P. Gimas said that when they call Charter, they are told that there is no such discount. M. Blanchard said that people need to go to the Charter office in Southbridge to request a discount.

March 31, 2014

**MOTION: To convene in executive session under MGL Chapter 30A. §18-25, #3:
To discuss strategy with respect to collective bargaining or
litigation; not to reconvene in open session, by M. Redetzke.**

2nd: M. Blanchard

**Roll call vote: P. Gimás in favor; M. Redetzke in favor; M. Dowling in favor;
M. Blanchard in favor.**

The Board convened in executive session at 10:15 p.m.

Respectfully submitted

Judy Knowles

BOS Clerk

Date