

February 16, 2016

**BOARD OF SELECTMEN
MINUTES
FEBRUARY 16, 2016**

Present: Mary Blanchard, Chairman
Mary Dowling
Craig Moran
Leon Gaumond, Jr., Town Administrator

Priscilla Gimas and Michael Suprenant were absent.

M. Blanchard called the meeting to order at 6:30 p.m. following the Pledge of Allegiance.

Public Service Announcements

M. Blanchard called for a moment of silence to honor Supreme Court Justice Antonin Scalia, who passed away on February 13th.

Minutes

MOTION: To approve the minutes of January 13, 2016 as amended, by M. Dowling.

2nd: C. Moran

Vote: Three in favor; P. Gimas and M. Suprenant were absent.

MOTION: To approve the minutes of January 19, 2016 as amended, by M. Dowling.

2nd: C. Moran

Vote: Three in favor; P. Gimas and M. Suprenant were absent.

Department Head Reports

Jean Bubon, Town Planner, reviewed her report with the Board. She said that they had worked with a commercial tourist work group and developed the proposed signage for the community to guide people to attractions after they arrive in Sturbridge. The color scheme is black with white and gold and a new logo of the weathervane from the Federated Church. She said that the designs had been approved by the Design Review Committee, the Planning Board and the Board of Selectmen. She requested funding from betterment that will go on this year's Annual Town Meeting warrant. She said that

the timetable (if approved) would start implementation this summer. She noted that Mark Faverman had submitted the design to the Massachusetts Association of Planning Directors, where they have been asked to be speakers at the conference.

Greg Morse, DPW Director, reviewed his report with the Board. He announced that the new sweeper had arrived, which will perform catch basin cleaning as well as sweeping. He said that the road maintenance equipment is at 57%; he would like it to be at 75%.

G. Morse presented the Board with a snow and ice deficit spending request.

MOTION: To approve the request to add \$15,000 to the Snow & Ice Purchase of Services account; to add \$25,000 to the Snow & Ice Supplies account; and to add \$10,000 to the Snow & Ice Overtime account, by C. Moran.

2nd: M. Dowling

Vote: Three in favor; P. Gimmas and M. Suprenant were absent.

G. Morse requested that the Board approve two Chapter 90 Reimbursement Requests for Allen Road and New Boston Road.

MOTION: To approve the Chapter 90 Reimbursement Request for Allen Road in the amount of \$170,452.08, by M. Dowling.

2nd: C. Moran

Vote: Three in favor; P. Gimmas and M. Suprenant were absent.

MOTION: To approve the Chapter 90 Reimbursement Request for New Boston Road in the amount of \$115,350.22, by M. Dowling.

2nd: C. Moran

Vote: Three in favor; P. Gimmas and M. Suprenant were absent.

Public Hearing: Renewal of Earth Removal Permit for Hamilton Rod & Gun Club

M. Dowling read the legal ad into the record. Don Taft, President of the Hamilton Rod & Gun Club and Mark Piermarini of Whitman and Bingham Associates appeared before the Board.

Greg Morse, DPW Director, stated that the required bond should be held by the Town. He said that if the project doesn't get completed it could be left in a bad condition, then the Town would have to stabilize it. He noted that after the previous renewal, the contractor had given the bond to the engineer.

L. Gaumond pointed out that the actual permit has expired, and the Board is reviewing the same plans. He gave the Board copies of the original discussion with comments made at that time. M. Blanchard added that the permit was approved once and then extended once.

L. Gaumond said that Glenn Colburn, Conservation Agent, had submitted comments dated February 16, 2016, which he read into the record. The Conservation Agent expressed concern about the drainage calculations which indicate the maximum slope at completion would be 1:2, 1' vertical, 2' horizontal. The drawing shows a 1:1 slope west of the rifle range; a 1:1 slope is a 45 degree angle and would be difficult to vegetate and hold stable. He said that he would prefer to see a slope that wouldn't need rip-rap for permanent stabilization. He also expressed concern about stormwater runoff in the parking lot and the impact on wetlands. M. Piermarini noted that all of the work on the removal operation is outside of the 200 foot jurisdictional area of the Conservation Commission.

L. Gaumond said that there are four phases to the project, and asked whether phase 1 will be permanently stabilized before phase 2 begins; then phase 2 stabilized before phase 3 begins. M. Piermarini believed that to be the case. L. Gaumond noted that there are patches of phase 3 showing in the phase 1 areas. M. Piermarini said that he would look into it.

L. Gaumond asked whether there would be a planting plan with this project. M. Piermarini said that there will be land cover.

C. Moran asked whether any runoff had gone into Cedar Lake. M. Piermarini said that it was not necessary to go before the Conservation Commission, as the runoff will be going into the ground into infiltration basins.

G. Morse commented that progress has been slow. He noted that the Town puts out an annual materials list, but during the past seven or eight years nobody from Rampco has bid on it, which would benefit both the Town and Rampco/Hamilton Rod and Gun Club if they did. D. Taft said that he would also encourage that participation. G. Morse said that the Town buys quite a bit of materials every year.

MOTION: To close the public hearing, by M. Dowling.

2nd: C. Moran

Vote: Three in favor; P. Gimás and M. Suprenant were absent.

MOTION: To approve the Earth Removal permit for the removal of gravel from the Hamilton Rod & Gun Club property at Hamilton Road. This approval is subject to the following conditions: (1) The hours of operation will be 7:00 a.m. to 4:00 p.m. Monday through Friday, and on-site on Saturday from 8:00 a.m. to 12:00 p.m., with prior notice to the Board of Selectmen, until such time the Selectmen receive complaints, at which time, at the request of the Board of Selectmen, Saturday operations will cease; (2) Off-site traffic must be coordinated with the school bus schedule so as to not interfere with the buses; (3) A performance bond of \$110,000 will be required for the site, and the bond is to be held by the Town; (4) The sediment basin plans must be approved by the DPW Director prior to commencement of operations; (5) All traffic associated with the earth removal will enter and exit only on Hamilton Road; (6) The access road shall be paved to a minimum of the Town Right of Way boundary and an additional fifty feet (50') of stone bedding or pavement shall be placed on the service road to reduce debris on Hamilton Road and the owner shall be responsible for machine or hand sweeping of Hamilton Road as needed or directed by the DPW Director; (7) There shall be no on-site fuel storage; (8) Any on-site fueling of trucks or equipment shall be done on the stone/paved section of the access road; (9) There shall be no on-site washing of trucks or equipment; (10) There shall not be any excavation within fifty feet (50') of any property boundary not owned by the applicant; (11) The earth removal operation shall be conducted per the plans submitted by Steven L. Marsden, P.E., Marsden Engineering dated 6-19-08; (12) The earth removal shall conform to the requirements of the Sturbridge General Bylaws, Section 3.09 through 3.20, and any conditions placed on this operation by the Sturbridge Conservation Commission, and the applicant shall provide a formal response to the Conservation Commission's memo dated February 16, 2016; (13) Topsoil shall be stripped and left on-site in a stockpile for final restoration. Stockpile shall be ringed with silt fence to prevent erosion. Annual restoration, or at a minimum, biennial restoration of finished slopes should be maintained to reduce overall disturbed areas. Pit floor outside the active staging area shall also be restored as work progresses to reduce overall area of disturbance; (14) The re-use plan shall be as provided in the plan submitted by Steven L. Marsden, P.E., Marsden Engineering dated 6-19-08; (15) Owner shall be required to minimize tracking debris; (16) All other requirements as required by the Sturbridge DPW Director, by C. Moran

2nd: M. Dowling

Vote: Three in favor; P. Gimás and M. Suprenant were absent.

Updates to the Personnel Classification Plan

- **Library Director**
- **Accounting Clerk**
- **Ambulance Billing Clerk**

MOTION: To accept the Personnel Committee's process for the Library Director at Grade 12; Accounting Clerk at Grade 3; Ambulance Billing Clerk at Grade 5, as approved by the Personnel Committee and stated in their document dated February 3, 2016, by C. Moran.

2nd: M. Dowling

Vote: Three in favor; P. Gimas and M. Suprenant were absent.

Goals and Objectives

L. Gaumond submitted an update of the Goals and Objectives document to the Board.

- **Goal #1: Update/revise the Town's website**

L. Gaumond will create a website team to plan the project (spring 2016); seek funds for the redesign (June 2016); work with the design team and consultant on revisions (summer 2016); present finished product to the Board (fall/winter 2016). He estimated that it will cost approximately \$7,000 - \$10,000 to complete the project.

- **Goal #2: Organize and prepare a Policy Book for Selectmen's Policies**

L. Gaumond said that the Selectmen's policies need to be better organized for ease of review. Policies should be in one place and catalogued. He will work with staff to identify all policies as voted by the Board (spring/summer 2016); he will prepare a draft book and present it to the Board (summer 2016).

- **Goal #3: Develop a New Selectmen Policy to Assist New Selectmen as they are sworn in**

L. Gaumond said that he will develop a new Selectmen orientation policy so that new Selectmen are prepared to begin their work upon election to the Board. He will prepare a draft policy (spring 2016); he will present the policy to the Board for approval (spring 2016).

- **Goal #4: Develop an Exit Interview Policy**

L. Gaumond will develop a formal exit interview policy to assist in the transition of employees as well as to improve the organization moving forward. Once completed, he will present it to the Board for approval.

- **Goal #5: Develop a Formal Hiring Process for the Town**

L. Gaumont will develop a well-defined hiring procedure for the Town which should be articulated publicly and consistently followed by appropriate departments. He will prepare a draft policy (spring 2016); present it to the Board for approval (spring 2016); then implement for all appropriate departments.

- **Goal #6: Update the Procurement Officer Training**

L. Gaumont will update his procurement officer certification. There are three specific programs which encompass the Certified Public Purchasing Official Program (Public Contracting Overview, Supplies and Services Contracting, and Design and Construction Contracting).

In order to meet the goal, L. Gaumont will complete and pass at least two of the three required courses for procurement officer training.

- **Goal #7: Work with the Senior Center Study Group on their work reviewing the Senior Center Feasibility Study**

L. Gaumont will seek funds for the feasibility study (February 2016); make award to a qualified firm (spring 2016); present findings to the Board of Selectmen and Council on Aging (spring/summer 2016). The study will cost approximately \$32,000.

- **Goal #8: Develop a Formal Facilities Plan**

L. Gaumont will prepare a plan to bring organization to the ongoing issue of facility management in the Town. He noted that there has been a long concern that the building infrastructure of the Town should have been resources to plan repairs, develop short and long term building plans and to implement such plans. He will present the plan to the Board (spring 2016); it will be presented to Town Meeting for approval and funding (June 2016); the plan will be implemented in the new fiscal year.

- **Goal #9: Develop a Policy on Vehicle Titles and Insurance Fleet Schedule**

L. Gaumont will develop a vehicle tracking process for all town-owned vehicles. He will prepare a draft policy to present to the Board (spring 2016).

- **Goal #10: Review Traffic Rules and Regulations and Produce and Update**

L. Gaumont will create a review committee to review the plan (summer 2016); a draft recommendation will be presented to the Town Administrator (summer/fall 2016); a formal presentation will be made to the Board (fall 2016).

- **Goal #11: Prepare a Feasibility Study for the DPW Building**

The Board feels that an important tool for the long term capital planning process is to have thorough work done for municipal buildings to establish their use for the Town. An

analysis will be done of the Public Works building to develop a plan for improvements to the building and a long range vision for the structure. Funds will be sought for the feasibility study (June 2016); an award will be made to a qualified firm (summer 2016); presentation of findings will be made to the Board of Selectmen (fall/winter 2016).

- **Goal #12: Prepare a Feasibility Study for the Public Safety Complex**

The Board feels that an important tool for the long term capital planning process is to have thorough work done for municipal buildings to establish their use for the Town. An analysis will be done of the Public Safety Complex to develop a plan for improvements to the building and a long range vision for the structure. Funds will be sought for the feasibility study (June 2016); an award will be made to a qualified firm (summer 2016); presentation of findings will be made to the Board of Selectmen (fall/winter 2016).

- **Goal #13: Develop a Strategic Plan to Address Building Issues Named in the Various Town Building Reports**

The Board of Selectmen would like a review of the various studies of the public buildings completed and compiled into a long range report to guide building maintenance moving forward. L. Gaumond will compile the various building studies for review (summer 2016); he will prepare an executive report (fall/winter 2016); presentation of findings will be made to the Board of Selectmen (fall/winter 2016).

- **Goal #14: Develop a Permit/License Book Describing Steps Necessary to Acquire Each Permit and License**

L. Gaumond will work with staff to identify all permit and licenses in Town (spring/summer 2016); a draft book will be prepared and presented to the Board (summer 2016).

- **Goal #15: Explore the Feasibility for Curbside Trash Pickup vs. Landfill Operations**

The Board would like to explore alternative options for trash services. Currently the Town operates a landfill/recycling center and would like to explore the feasibility of alternative options which may include curbside trash pickup. An executive report will be prepared and presented to the Board.

L. Gaumond asked the Selectmen to approve the list of goals, if they agree with them. He will provide updates during the year.

C. Moran asked whether logging permits would be included under Goal #14. L. Gaumond said that the Board had asked the DCR for suggestions to amend the Town's bylaw regarding logging permits. He has not yet received their response, but when he

receives it he will present it to the Board to add a warrant article for the Annual Town Meeting in June.

Regarding Goal #10, M. Blanchard noted that a Traffic Safety Committee already exists. L. Gaumond said that he will check to see if their mission matches what is required for Goal #10.

M. Blanchard said that residents on Fiske Hill Road wanted a sign put up, but it was not an allowed sign. L. Gaumond said that the Town could not install any signs unless there is legislative approval to do so. C. Moran said that it should be articulated in the Traffic Rules and Regulations report.

M. Dowling commented that the Goal Planning Document prepared by L. Gaumond was very well done.

C. Moran asked about the procurement officer. L. Gaumond said that his job description requires that he serve as the procurement officer. However, he can delegate these responsibilities as needed. For example, he could ask the department head to craft an RFP, solicit bids, review the bids and make a recommendation to the procurement officer and the Board of Selectmen for approval. He added that he would review the RFP before presenting it to the Board. He expressed interest in having more than one person serve as procurement officer, and suggested it be the Town Accountant. C. Moran agreed that it would be a good idea to have a backup person.

MOTION: To approve the Goal Planning document, by M. Dowling.

2nd: C. Moran

Vote: Three in favor; P. Gimás and M. Suprenant were absent.

Town Administrator's Update

- **Proclamation for Eagle Scout Christopher Sutter**
- **Proclamation for Eagle Scout Benjamin Ouellette**

L. Gaumond asked the Selectmen to attend the ceremony for the two Eagle Scouts, to be held on February 27th at 1:00 p.m. at the Publick House.

MOTION: To approve the proclamations for Eagle Scouts Christopher Sutter and Benjamin Ouellette, by M. Dowling.

2nd: C. Moran

Vote: Three in favor; P. Gimás and M. Suprenant were absent.

C. Moran agreed to attend the ceremony.

- **Accept Resignation of Alan Jones from the Assessor's Office**

MOTION: To accept the resignation of Alan Jones from the Assessor's Office with regret, and to thank him for his work, by C. Moran.

2nd: M. Dowling

Vote: Three in favor; P. Gimás and M. Suprenant were absent.

- **Town Common Study Committee Recommendation**

L. Gaumond said that the hearing had been held as requested by the Board of Selectmen. He noted that there has been a slight change from the original recommendation on the direction of travel in the one-way portion of Morse Street, which he read into the record. The Town Common Study Committee offered the following recommendations to the Board of Selectmen:

- To close Morse Street from Route 131 to Chamberlain Street beginning May 1, 2016 and revisiting the issue after the Harvest Festival.
- To make Morse Street one way going down the hill towards the Town Common during this same period of time.
- To revisit the Chamberland suggestions of curbing the corners of the Common at a later date.
- To revisit making Chamberlain Street a permanent one way at a later date.

It was the consensus of the Board to carry over the discussion to the next meeting, when all Selectmen will be present.

- **Injured On Duty Claim**

MOTION: To approve the Injured On Duty claim for Police Officer Ronald Obuchowski, by C. Moran.

2nd: M. Dowling

Vote: Three in favor; P. Gimás and M. Suprenant were absent.

Correspondence

M. Dowling read the correspondence list into the record.

Old Business

M. Dowling said that the proposed signage for the Riverlands property is a little vague regarding the contaminated area. She felt that the signs should state what the

contaminants are so that people can make an informed decision. L. Gaumont read the sign content into the record. He noted that there are at least four or five different things listed in the UAC report. He will try to modify the sign to include the contaminants, and will show it to the Board for determination.

C. Moran said that the way that Form 500 (sent by Tom Cohan of Charter Communications) has been filled out seems to be misleading regarding the figures. L. Gaumont said that he will ask Tom Cohan for an explanation.

L. Gaumont asked the Board to sign the pole hearing documents, as the wrong version had been signed.

M. Blanchard announced that nomination papers are still available until Friday, February 19th. They must be returned by Monday, February 22nd by 4:00 p.m.

L. Gaumont said that he has not yet received an update from Blue Wave regarding the status of the new investor for the project. He will not ask the Board to take action until they bring forward the name of the investor.

New Business

M. Dowling asked whether the Board would be willing to resurrect the practice of putting American flags on telephone poles on the Town Common for the 4th of July and Memorial Day. She felt that Sturbridge should have flags in the historic areas along Route 20 and Route 131. M. Blanchard said that the Betterment Committee has already reviewed the requests for this year. M. Dowling suggested funding it through the STA. L. Gaumont suggested the possibility of funding it out of the operating budget. He will look into it.

M. Dowling suggested that more lighting be installed extending from the Town Common to the Library and Town Hall. Currently the lighting is restricted to the Town Common.

L. Gaumont said that it could be included in a warrant article for a few thousand dollars.

M. Blanchard said that there are three recessed lights outside the Town Hall which are sometimes on, sometimes off. She commented that it looks so much nicer when they are lit.

M. Blanchard suggested that the Board meet at 6:30 p.m. in the cafeteria at Tantasqua High School prior to the Special Town Meeting.

February 16, 2016

MOTION: To adjourn, by M. Dowling.

2nd: M. Blanchard

Vote: Three in favor; P. Gimás and M. Suprenant were absent.

The meeting was adjourned at 8:45 p.m.

Respectfully submitted,

Judy Knowles

BOS Clerk

Date