

**BOARD OF SELECTMEN MINUTES –June 3, 2013**

**SUNDERLAND TOWN OFFICES**

**Present: Mr. Bergeron, Mr. Fydenkevez and Mr. Pierce**

**Others: Margaret Nartowicz, Town Administrator**

**Behind the Camera: Tom Zimnowski**

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- Call to order at 7:03 p.m. Agenda overview by Mr. Bergeron.
- Building Commissioner Appointment - Joe Fydenkevez. Thomas Fydenkevez disclosed relationship (cousin). Will file disclosure with Town Clerk. Joe summarized construction industry & building official experience. Became Building Commissioner in 2003. Currently full-time Building Commissioner in Easthampton and part-time in Worthington. Will give notice to Worthington tomorrow. Motion to appointment in accordance with Terms of Employment (attached) by Mr. Pierce, 2<sup>nd</sup> Mr. Fydenkevez. Vote 3-0.
- May 20, 2013 Minutes- Motion by Mr. Fydenkevez to accept the minutes of May 20, 2013, 2<sup>nd</sup> by Mr. Pierce. Vote 3-0.
- Board Updates-State Aid and Ch. 90 transportation funding. Union #38 negotiations; Permanent Building Committee buildings tour June 8<sup>th</sup>; Memorial Day Parade re-cap, Town's oldest veteran Walter Bielunis (WWII) marched in the parade.
- Town Administrator Updates - End-of-year finance; lawn mowing contract; solar project and Green Communities. Mr. Fydenkevez-looks like first driveway light at Sunderland Elementary School was put back up. Ms. Nartowicz to look into this.
- Veterans Graves Officer - Motion made to appoint Janet Conley as Veterans Graves Officer by Mr. Fydenkevez, 2<sup>nd</sup> by Mr. Pierce. Vote 3-0.
- Film Permit Application - Mr. Bergeron gave an overview of guidelines. Ms. Nartowicz requested Board of Selectmen approval contingent on receipt of fees from Warner Brothers Motion Pictures. Mr. Fydenkevez-overview & clarification of filming process. Motion to grant and sign contingent on deposit from film company by Mr. Pierce, 2<sup>nd</sup> by Mr. Fydenkevez. Vote 3-0.
- UMass Transit Annual Agreement-Motion by Mr. Fydenkevez to sign UMass Transit Annual Service Agreement, 2<sup>nd</sup> by Mr. Pierce. Vote 3-0.
- Landfill Well Monitoring - No fee increase for FY14. Motion by Mr. Fydenkevez to sign annual Agreement with Stantec for \$4,500, 2<sup>nd</sup> by Mr. Pierce. Vote 3-0.
- GIS Contract – FY14 \$2,100 startup cost and \$1,800 1<sup>st</sup> year annual service fee. Motion by Mr. Pierce and 2<sup>nd</sup> by Mr. Fydenkevez to sign one-year contract with CAI Technologies. Mr. Fydenkevez-have Accountant certify funds. Vote 3-0.
- Frontier Regional School Capital Request - Mr. Bergeron-overview Annual Town Meeting process and re-submission of request. Mr. Fydenkevez concerned that items haven't been vetted; can't recommend \$30,000 pickup truck, would expect more information. Wouldn't support Special Town Meeting solely for this purpose. Ms. Nartowicz-to send Board's upcoming meeting dates to Superintendent. Mr. Bergeron-want to see quotes/specs for vehicles and other options examined. Questions to be sent to Frontier ahead of meeting. Regional School Districts have statutory mechanisms for funding capital plan; can incur debt. Finance Committee has not discussed this. Select Board & Finance Committee ATM recommendations were similar.
- Board of Selectmen Board/Committee Appointments - Motion approve FY14 slate as presented (attached) by Mr. Fydenkevez, 2<sup>nd</sup> by Mr. Pierce. Vote 3-0.
- Audit Management Letter review.
- Mr. Fydenkevez wished Mrs. Newcomb, Deerfield's oldest resident at 100, a Happy Birthday. Mrs. Newcomb was a former elementary school teacher in Sunderland.
- Executive Session C.30A, § 21, ¶3 read by Chair, Mr. Bergeron (to discuss Union #38 teacher negotiations). Motion to enter Executive Session by Mr. Pierce, 2<sup>nd</sup> by Mr. Fydenkevez. Roll call vote: Bergeron-yes, Pierce-yes, Fydenkevez-yes. Will reconvene in open session to adjourn.
- Warrant and correspondence by signature.
- Motion to adjourn by Mr. Fydenkevez and 2<sup>nd</sup> by Mr. Pierce. Vote 3-0. Meeting adjourned at 8:07pm.

Respectfully submitted,



Margaret Z. Nartowicz

Town Administrator

# BoS Committee Appointments - FY14

Vokd 3-0  
6/3/13

Board/Committee/Official	LastName	FirstName	Term	Expiration
<b>AGRICULTURAL COMMISSION</b>	ARQUIN	MEGAN	3 YR	6/30/2013
<b>CONSTABLE</b>	DEVINE	THOMAS	1 YR	6/30/2013
	FLEMING	DANIEL	1 YR	6/30/2013
	LAURENITIS	FREDERICK	1 YR	6/30/2013
	RICHARDS	ALLAN	1 YR	6/30/2013
	WOZNAKEWICZ	MICHAEL	1 YR	6/30/2013
	ZUMBRUSKI	VICTOR	1 YR	6/30/2013
<b>COUNCIL ON AGING</b>	BUCZYNSKI	SOPHIE	3 YR	6/30/2013
	MARKWELL	MARION	3 YR	6/30/2013
<b>ENERGY COMMITTEE</b>	FALBEL	AARON	1 YR	6/30/2013
	WILLIAMS	LAURA	1 YR	6/30/2013
<b>FALL FESTIVAL COMMITTEE</b>	BARKER	AMY	1 YR	6/30/2013
	CONLEY	JANET	1 YR	6/30/2013
	EWEN	JAMES	1 YR	6/30/2013
	ROLNICK	SUSAN	1 YR	6/30/2013
<b>FRANKLIN COUNTY BIKEWAY COMMITTEE</b>	HERRICK	CAROLYN	1 YR	6/30/2013
	HERRICK	THOMAS	1 YR	6/30/2013
<b>FRANKLIN COUNTY REGIONAL PLANNING BOARD</b>	ROSCOE	DANA	1 YR	6/30/2013
<b>FRANKLIN COUNTY SOLID WASTE REP ALTERNATE</b>	MURPHY	DAN	1 YR	6/30/2013
<b>HISTORICAL COMMISSION</b>	HUBBARD	CINDY	3 YR	6/30/2013
	LOPATKA	LINDA	3 YR	6/30/2013

Board/Committee/Official	LastName	FirstName	Term	Expiration
<b>RECREATION COMMITTEE</b>				
	BOURQUE	CHRIS	1 YR	6/30/2013
	BOURQUE	KRISTINE	1 YR	6/30/2013
	CHEVALIER	JEFFREY	1 YR	6/30/2013
	DEANE	SHANA	1 YR	6/30/2013
<b>SUNDERLAND EMERGENCY PREPAREDNESS TEAM (SEPT)</b>				
	AHEARN	MARY ELLEN	1 YR	6/30/2013
	AHEARN	ROBERT	1 YR	6/30/2013
	BALL	STEPHEN	1 YR	6/30/2013
	BERGERON	SCOTT	1 YR	6/30/2013
	EMERY	GEORGE	1 YR	6/30/2013
	FYDENKEVEZ	THOMAS	1 YR	6/30/2013
	GILBERT	JEFFREY	1 YR	6/30/2013
	HOULE	WENDY	1 YR	6/30/2013
	LAURENITIS	FREDERICK	1 YR	6/30/2013
	MERRITT	TIM	1 YR	6/30/2013
	PACIOREK	KRISTY	1 YR	6/30/2013
	PIERCE	DAVID	1 YR	6/30/2013
	TREMBLAY	MARC	1 YR	6/30/2013
	WILLIAMS	LAURA	1 YR	6/30/2013
	ZUMBRUSKI	VICTOR	1 YR	6/30/2013
<b>SUNDERLAND TELECOMMUNICATIONS COMMITTEE</b>				
	TOWER	JAMES S	1 YR	6/30/2013
	WESTON	BRUCE	1 YR	6/30/2013
	WHEELER	RICHARD	1 YR	6/30/2013
	ZIMNOWSKI	THOMAS	1 YR	6/30/2013
<b>TOWN COUNSEL</b>				
	KOPELMAN AND PAIGE, PC		1 YR	6/30/2013
<b>VOLUME III STEERING COMMITTEE</b>				
	CLARK	HELEN	1 YR	6/30/2013

Board/Committee/Official	LastName	FirstName	Term	Expiration
<b>VOLUME III STEERING COMMITTEE</b>				
	FLEMING	DANIEL	1 YR	6/30/2013
	HOULE	WENDY	1 YR	6/30/2013
	HUBBARD	CINDY	1 YR	6/30/2013
	KOWALEK	MARY ANN	1 YR	6/30/2013
	POMEROY	HELEN	1 YR	6/30/2013
	TROUSDELL	RICHARD	1 YR	6/30/2013
	WILLIAMS SR	JAMES	1 YR	6/30/2013
<b>ZONING BOARD OF APPEALS</b>				
	KROL	STEVEN	3 YR	6/30/2013
	TOZLOSKI	BARRE	3 YR	6/30/2013
<b>ZONING BOARD OF APPEALS ASSOCIATE MEMBER</b>				
	HERRICK	THOMAS	1 YR	6/30/2013
	NEURMINGER	TODD	1 YR	6/30/2013

**TOWN OF SUNDERLAND**  
**Building Commissioner**  
**Terms of Employment**

**Duties**

Perform all duties of Building Commissioner and Zoning Enforcement Officer in accordance with the attached job description, MGL c.143, §3, Section 105 of the Massachusetts Building Code, and 780 CMR R7.

The Building Commissioner shall be responsible for annually recommending to the Board of Selectmen, appointment of a qualified Alternate Building Inspector.

**Position Classification**

Part-time, non-benefited

**Effective Date & Appointment Term**

Effective date of initial appointment/date of hire is June 3, 2013. Initial appointment term shall be effective through June 30, 2013. Subsequent appointment terms shall be per Board of Selectmen's annual appointment schedule.

**Compensation**

Annual stipend of \$19,500.00 shall be paid in accordance with bi-weekly payroll schedule. Payment of \$750 bi-weekly stipends shall be effective upon date of hire, and through Fiscal Year 2014 upon appointment. Stipend is based on an average of 15 hours/week at \$25/hour, but is not restricted to those hours. The stipend allows for flexibility in working schedule outside of regularly scheduled office hours to accommodate fluctuations in local development and job requirements. Beginning in Fiscal Year 2015, compensation may be adjusted annually upon approval by the Board of Selectmen, and in accordance with Personnel Bylaws.

**Work Schedule**

Regularly scheduled & posted office hours shall be Monday evenings from 6pm – 8pm, and effective August 1, 2013, one additional 2-hour period per workweek. Temporary changes in office hours shall be posted in advance, with notice given to the Board of Selectmen's office. Inspections shall be by appointment. All other duties shall be performed in accordance with the job description.

**Communications**

The Building Commissioner shall have access to Town of Sunderland email which shall be used for Town business-related electronic communications, and shall have at least two telephone numbers for conducting Town business. Building Permit application forms and related information shall be available and accessible on the Town's website.

**Leave**

The Building Commissioner shall schedule a duly appointed Alternate Building Inspector to provide sufficient coverage during periods of extended leave, except in the case of sudden illness. Notice of extended leave and coverage schedule shall be made in writing to the Board of Selectmen. Notice of short-term leave shall be posted in advance, with notice provided in writing to the Board of Selectmen's office.

**Personnel Bylaw**

The position is subject to all applicable requirements of the Town of Sunderland Personnel Bylaws including periodic performance evaluations, safety requirements, use of Town buildings and equipment, etc.

Approved by Board of Selectmen: June 3, 2013