

October 16, 2017

**Board of Selectmen
Minutes
October 16, 2017**

Present: Mary Blanchard, Chairman
Priscilla Gimas, Vice Chairman
Michael Suprenant
Leon Gaumond, Jr., Town Administrator

The Chairman called the meeting to order at 6:00 p.m.

The Board recited the Pledge of Allegiance

Motion: To enter into to Executive Session under MGL Ch. 30A, §21a, Section 3 discussion about ongoing litigation where the Chairman has declared it is necessary to meet in executive session to protect the position of the Town and the Selectmen will reconvene in Open Session. By: P. Gimas

2nd: M. Suprenant

Roll Call Vote: M. Suprenant YES, P. Gimas YES M. Blanchard YES

Public Service Announcements

M. Blanchard announced Trick or Treating is on 10/31/17 from 5-7 with a parade at Town Hall. All are welcome.

Department Manager Reports

The Selectmen met with Melissa Beauchemin, Senior Center Director. She informed the Board that fuel assistance applications are now available. Also they are undertaking a Transportation study which includes a survey which will be available to all. M. Blanchard asked for a list of activities from the CoA and M. Beauchemin reminded all that the complete list of activities is found on their website as well. P. Gimas asked about some building repairs to the Senior Center (hole in wall and light cover replacement). L. Gaumond offered to follow up with the Facilities Coordinator.

Public Hearing – Wetlands Bylaws Regulations (Continued)

The Selectmen were joined by Ed Goodwin and other members of the Sturbridge Conservation Commission to review a draft of the revised regulations. It was mentioned that neither board had much time with the tracked changes document. E. Goodwin agreed with Counsel's suggestions to the document with the exception of the requirement that the Chairman of the ConCom be the only one available to deal with emergencies.

P. Gimas asked if specific parcels were identified for these regulations. She asked if these regulations were more strict than the State laws. E. Goodwin stated that was the case and has been so for some time. She pointed out the requirement for a 500 foot buffer zone in areas with an 8% grade. E. Goodwin stated this requirement is found in the Town's bylaws. He mentioned that there are likely 50% of the state with their own bylaws which may be more strict than the state bylaws. E. Goodwin stated that the revisions do not make the Sturbridge Bylaw more stringent but adds clarity.

M. Suprenant asked if the changes made in the regulations would require a need to go back and change the bylaw. E. Goodwin felt that it did not necessitate a change in the bylaw. M. Suprenant disagreed and cited the removal of the word 'significant' in dealing with adverse impacts. M. Blanchard asked M. Suprenant to identify inconsistencies between the bylaw and the regulations.

P. Gimas asked for copies of the Wetlands Bylaws as well as the State's Wetlands Protection Act at least a week before the continuation of this public hearing. The Selectmen will forward comments to the ConCom during the week of November 13th or sooner if possible.

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Motion: To continue the public hearing to November 20, 2017 at 6:35 p.m. By: P. Gimas.
2nd: By: M. Suprenant

Vote: All in Favor Passed 3-0

Public Hearing – Pole Hearing – Finlay Road

P. Gimas read the Hearing Notice.

Matt Eustis from National Grid approached the Board with a Pole Location request for a pole near the intersection of Finlay Road and Stearns Road. M. Eustis was asked if he had green cards from the abutters notice. He would check into it.

M. Suprenant asked if they could make the location of the pole to be consistent with the DPW Director's requirements of 6 feet off of the edge of pavement. M. Eustis stated the flagged location was where the pole needed to be located. M. Blanchard mentioned that the Conservation Agent and DPW Director have approved of the site.

Motion: To close the public hearing. By: M. Suprenant.
2nd: By: P. Gimas

Vote: All in Favor Passed 3-0

Motion: To approve the pole request pending notification of the residents of the Public Hearing. By: P. Gimas.
2nd: By: M. Blanchard

Vote: Passed 2-1 (M. Suprenant voted no)

Department Manager Reports (continued)

Greg Morse addressed the Board for his monthly update. The DPW is working on paving & structure repairs as well as line striping. He also informed the Board of the completed crack sealing. He asked the Selectmen to review and approve the plow and sand bids which were done this year.

Motion: To approve the primary list of plowers & sanders used to support snow & ice removal operations.
2nd: By: P. Gimas.
By: M. Suprenant

Vote: All in favor Passed 3-0

Motion: To approve the secondary list of plowers & sanders used to support snow & ice removal operations. By: P. Gimas.
2nd: By: M. Suprenant

Vote: All in favor Passed 3-0

G. Morse also presented a candidate to fill a vacancy at the DPW, David Mitchell. After review by the Board, they moved to approve his hire.

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Motion: To concur with the appointment of David Mitchell to the position of Light Equipment Operator at Step 1 of the Union Contract effective October 17th. By: M. Suprenant.
2nd: By: P. Gimas

Vote: All in favor Passed 3-0

Shane Moody approached the Board for his monthly update. He informed the Selectmen that he neglected to include the septage information for August but included the data in September. He let the Selectmen know of 2017 WEF Safety Award which they have received. The Board was pleased with the award. He mentioned the lead & copper sampling down in town and in the schools looked good.

DPW Facility Study Presentation

L. Gaumond presented a Powerpoint presentation on the findings of the facility study on the DPW Building by CME. They completed their space needs analysis at the end of August and it was reviewed by the DPW Director. The presentation reviewed the current conditions and deficiencies. Some of the highlights were:

- The DPW Director's Office is overcrowded with items that should be moved to a dedicated storage room. There is no room for private conferencing regarding personnel issues.
- The Administrative Assistant shares the Reception/Waiting Room which is publically accessible. This arrangement provides no privacy or security for administrative personnel.
- Storage area for office supplies, equipment, manuals, records, drawings, etc. is inadequate. Some supplies are stored in the shower stall of the men's toilet room.
- Toilet rooms presently serve a single occupant. With a potential occupant load of 33 persons including DPW personnel and bus drivers, more toilet facilities are warranted.
- There are no locker or changing rooms. Some lockers are currently housed in the main corridor of the administrative area while others line the wall in the women's toilet room further limiting access to this room.
- The Break Room is very small, accommodating 6 people at a table if it is pulled away from the wall, with minimal kitchen facilities and no day room area.
- There are no conference facilities. Conferencing takes place in the Break Room which is not private and provides limited seating or training tools.
- The Administration area is not ADA compliant. While the public may not utilize this area on a regular basis, employees requiring universal accessibility would not be accommodated.
- The vehicle circulation path through the center aisle of the main garage means that during the winter it must be kept clear to allow plows to maneuver from diagonal parking into the center aisle to the exit. During the summer months, a portion of the center is used for vehicle storage. These vehicles must be parked outside, uncovered, during the winter months.
- There is no physical segregation of functions within the main garage. Welding and grinding operations take place adjacent to the mechanics bay and Operations Manager's Desk. Consequently, air quality suffers for those who are working in the garage and exposed to these fumes and materials.
- The Mechanics need a separate and secure office area for a computer and maintenance manuals.
- There is not enough indoor storage to accommodate all vehicles. Equipment such as the backhoe, front end loader, road side mower, grader and other items are stored uncovered outside.
- There is no covered storage for equipment such as salt hoppers, plows, trailers and other items which would benefit from being protected from the elements.
- A dedicated paint room/spray booth should be provided including adequate ventilation.
- The forty year old Salt Shed does protect the material within. A new drive thru salt and sand (or mix) shed should be considered for future efficiency of loading operations under cover.
- Interior lighting should be upgraded to LED fixtures to promote energy efficiency.

The conclusion was that the building currently has 13,190 sq. feet and would need roughly 17,895 sq feet of usable space. It also needs improvements to the salt shed and outdoor equipment storage. This information will be added to the 5 year facility study.

Town Administrator Update

L. Gaumond presented an ongoing issue regarding a logging operation South Road. Back in 2014 a property owner hired Hull to do a logging project off of South Road. This project was not done before the deadline however they did apply for and receive two extensions from the state to do the project. They just started the project a few weeks ago. Clearly the restrictions imposed by the town were ignored as logging trucks are mobilizing on this road before 6:00 a.m. and have frequently come into conflict with our school buses. Complaints to the company and state were not helpful. L. Gaumond recommends that the Town amend its logging bylaws to institute a fine for violating these bylaws. He also offered a letter from the residents of the Town condemning the actions by this operation.

Motion: To authorize the Town Administrator to develop a bylaw amendment to strengthen our logging bylaws for presentation to the Board. By: P. Gimas

2nd: By: M. Suprenant

Vote: In Favor Passed 3-0

There was a donation made by the Sturbridge Lions Club to various town departments in honor of their 100th Anniversary.

Motion: To accept several \$100 donations from the Sturbridge Lions Club on behalf of the Library, Senior Center, Fire Department, Police Department, DPW and Parks & Recreation. By: P. Gimas

2nd: By: M. Suprenant

Vote: In Favor Passed 3-0

The Board heard a request for a one-day liquor license for the Holiday Inn Express for a wine tasting event on October 19, 2017 from 6:00 p.m. to 9:00 p.m.

Motion: To approve the One Day Liquor Licenses for Holiday Inn Express on October 19, 2017 as approved by the Sturbridge Police Chief. By: P. Gimas

2nd: By: M. Suprenant

Vote: In Favor Passed 3-0

The Board heard a request from the Sturbridge Rotary Club seeking to use the water spigot on Town Hall to support a community garden on church property towards the rear of the parking lots behind town hall. Peter Zeh informed the Board that they are creating a Sturbridge Rotary Corp to coordinate the project. M. Suprenant asked if we could research if water could be brought to the site.

Motion: To approve the request from the Sturbridge Rotary Club for use of the Town Hall water in support of the community garden. By: P. Gimas

2nd: By: M. Suprenant

Vote: In Favor Passed 3-0

The Board heard a request from former Conservation Agent Glenn Colburn to be allowed to buy-back unused sick time. It was recognized that the request is inconsistent with the Personnel Policies of the Town.

Motion: To deny the request from Glenn Colburn. By: P. Gimas

2nd: By: M. Suprenant

Vote: In Favor Passed 3-0

The Board was presented with a resignation from Police Officer Adam Szymanski.

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Motion: To approve the resignation of Adam Szymanski By: P. Gimas
2nd: By: M. Suprenant

Vote: In Favor Passed 3-0

L. Gaumond presented the results of our window bid for the replacement of the Senior Center windows. Dan solicited and received three quotes for the project as required under the procurement laws. The preferred quote comes from GA Siding & Windows from Oxford in the amount of \$25,200. The project will remove and replace 42 windows at the senior center with replacement, energy star rated, colonial style windows. They would be insulated and sealed and the paint will be scraped and repainted. Any lead paint issues will be properly dealt with in accordance with appropriate standards.

Motion: To accept the recommendation from the Facilities Coordinator and award the senior center window replacement bid to GA Siding & Windows for \$25,200. By: P. Gimas
2nd: By: M. Suprenant

Vote: In Favor Passed 3-0

The Board received a resignation from Victoria Denault from the LEPC.

Motion: To accept the resignation of Victoria Denault from the LEPC. By: P. Gimas
2nd: By: M. Suprenant

Vote: In Favor Passed 3-0

Correspondence

P. Gimas read the correspondence. M. Blanchard added that she has received a copy of the proclamation from the Rotary Club of Stourbridge, England and read it to the Board.

Old Business

P. Gimas would like to discuss at the retreat the process by which openings on boards are filled. She also expressed concerns about the information presented by the Chairman of the Conservation Commission in the public hearing on the wetlands regulations. L. Gaumond offered to outreach to the Chairman for clarification.

M. Suprenant offered his public thanks to the legislators who helped to override the veto for the McGilpin Road water study.

New Business

M. Blanchard spoke about the Harvest Festival. She enjoyed working at the Town booth and received lots of comments about the desire to see the Town chefs return for the food tent. She also mentioned that the food trucks should probably move to another location as the noise from the generators was disruptive to the neighbors near the food trucks.

Citizen's Forum

No one was present for citizen forum.

Motion: To adjourn the meeting at 8:25 p.m. By: P. Gimas
2nd: By: M. Suprenant

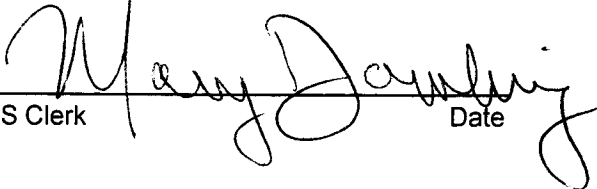
Vote: All in Favor Passed 3-0

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The Meeting was adjourned at 8:25 p.m.

Respectfully submitted

Leon Gaumond, Town Administrator


BOS Clerk Date Nov 20 '17