

MEMORANDUM

TO: Board of Selectmen
FR: Shaun A. Suhoski, Town Administrator
DT: August 13, 2010
RE: Meeting Packet Information and Administrator's Report

The following is for the Board's information and/or action at your August 16 meeting:

Sam's Food Store – New Liquor (Package) License Hearing: This item is before your Board for a public hearing. The advertisement has been run and forms appear in order. ***Recommend the Board conduct its hearing and vote on application.***

Jack's Gas – Class II License Hearing (continue): The applicant has still not provided requested details to the Planner and/or Building Inspector. I would therefore recommend removing the item from the active agenda until such time as site plan review is complete or deemed unnecessary. ***Recommend the Board grant applicant leave to withdraw application without prejudice.***

Pizzeria Uno – Live Entertainment: Applicant was requested to attend and describe plans for entertainment. My understanding is that competing restaurant has an entertainment license. ***Recommend the Board vote on application.***

Town Administrator Report Items

- 1) Water and Sewer Rates – Further to your initial discussion on August 2, attached are the July 8 memorandum from the Finance Director documenting the debt service cost for the WWTP loan at \$106,223 for FY11. At your meeting, Selectwoman Blanchard queried whether the short-term interest allocation could be utilized to offset the need to raise this amount solely through rates. The Finance Director and I reviewed the Sewer Dept. budget again and propose a revised rate recommendation for FY11 (see summary attached). Based upon updated calculations, it appears that the water rate can remain the same (no increase) and that a 3.5 percent bump in the sewer rate will cover the WWTP debt service.

Recommended Action: Move the Board set the FY11 water rate at \$3.27 per cubic foot and the FY11 sewer rate at \$4.59 per cubic foot.

2) Special Town Meeting – Draft Warrant – Attached please find a proposed eight-article warrant for your Board’s consideration for the September 8 Special Town Meeting. Note that I will have a further revised version to hand-out at your meeting on Monday. In short the articles are:

- **Article 23:** A \$120,000 reduction in the FY11 budget is needed to meet lowered revenue projections. The money was held in the reserve fund to allow such flexibility.
- **Article 24:** The \$106,223 debt service cost for WWTP upgrade was not known at ATM. The cost will be funded through a \$75,000 transfer of short-term interest (Selectwoman Blanchard picked up on that) and a much more modest rate increase of 3.5 percent that you will be asked to vote on Monday to raise \$31,223.
- **Article 25:** A repair, and modification to, the diesel exhaust system in the fire apparatus bay is needed at an approximate cost of \$6,500.
- **Article 26:** A general bylaw amendment is recommended to conform warrant deadlines to the new June ATM date.
- **Article 27:** There are some unpaid bills from the prior fiscal year from the Fire Dept. (I'll have an itemized list on Monday to incorporate in the warrant).
- **Article 28:** The Town is under a pending consent order from MassDEP due to suspected groundwater influence in Well #1. The initial sum of \$120,000 is recommended to be funded from the water surplus for design, engineering and bidding costs so that an actual construction value will be known for the ATM next June. DEP wants the plant up and running by January 2012 (we have a meeting scheduled next week in hopes of modifying the timeline). The water surplus is a healthy \$1.7 million.
- **Article 29:** The Burgess School Building Committee seeks approval of a "land swap" that will allow better site development of athletic fields for the school. The abutting property owner would be able to clear three minor encroachments on town property. Neither parcel is buildable. The article language is intended to be broad enough to grant sufficient authority for your Board to undertake whatever process is needed to accomplish the swap. I am awaiting more detailed plans/description from the building committee’s consultant.
- **Article 30:** If the above adjustments are voted, the Reserve Fund will have a balance of between \$190,000 and \$195,000. Adding to the Stabilization Fund is fiscally responsible action that will be viewed favorably when the Town seeks to issue bonds to finance the Burgess project. The Reserve Fund would still retain between \$90,000 and \$95,000 which is nearly double its historical value.

Recommended Action: Move the Board close the warrant and approve same as written for the September 8, 2010 Special Town Meeting.

3) Senior Municipal Service Program – The following applicant will bring the total complement to nine persons helping to meet the needs of the community.

Recommended Action: Move to approve the application of Tina Galati, of Wallace Road, to the Veteran’s Agent department.

4) Auctioneer License – Attached please see copy of application by Robert H. Glass Auctions, LLC to conduct an auction at 5 Haynes Road on Saturday,

August 28 as part of an estate sale. This same auctioneer was recently permitted to handle the annual Sturbridge Federated Church auction.

Recommended Action: Move to approve the application of Robert H. Glass Auctions, LLC dated August 3, 2010 to conduct an auction at 5 Haynes Road on Saturday, August 28, 2010.

5) Miscellaneous

Water Infrastructure / Fire Safety: Tantasqua Regional High School – Attached is a copy of correspondence from the Fire Chief indicating that there is “plenty of water in the building for the safety of the students and the faculty.” The letter provides good detail on the fire suppression system. Also, I have previously reported and issued a press release surrounding the favorable on site meeting between town and school officials.

Revised Board and Committee Handbook – This project was delayed and the logistics of the relocation did not allow me to complete the further revisions. I have located and unpacked my notes and prior draft and fully expect to have a revised document to your Board before your next meeting.

NOTE: Special BOS Meeting on August 30 @ 6:30 p.m. – A quorum of the board indicated ability to attend a special meeting on Monday, August 30 @ 6:30 p.m. in the second floor rear conference room of Town Hall to conduct a second public hearing associated with the Whistling Swan liquor license transfer. This item was delayed and the Board’s willingness to meet will allow the parties to meet their planned closing date of September 1st.

Since my last report I have been busy with the following summarized list:

- a) met with a member of the Finance Committee concerning various issues,
- b) partnered with key staff to coordinate move back to Town Hall and Center Office Building to include follow-up on communications, punch-list items, staff concerns, etc.,
- c) received bids and coordinated award of contract for installation of audio-visual equipment in Town Hall and Center Office Building,
- d) met with school superintendent, water vendor, DPW director and others at TRHS to discuss and learn about water infrastructure and to confirm adequacy of fire suppression system and plan,
- e) met with current cleaning vendor to incorporate COB into brief extension pending issuance of a blanket cleaning contract for all applicable town facilities,

- f) met with Dept. of Fisheries and Wildlife and Conservation Agent concerning conservation restriction/easement over Leadmine area and other matters,
- g) met with local businesswoman, town planner and building inspector concerning zoning and development questions,
- h) delivered grant reimbursement request, and discussed future funding possibilities, with state DCR for Recreation Trails Grant (thanks Tom Chamberland for working this project),
- i) received extension from MassDEP regarding pilot study submittal for Well #1 and water treatment facility upgrades, and
- j) unpacked a some boxes and helped empty trash as part of move!

If you have any questions please do not hesitate to ask.