

## MEMORANDUM

TO: Board of Selectmen  
FR: Shaun A. Suhoski, Town Administrator  
DT: April 16, 2010  
RE: Administrator's Report

The following is for the Board's information and/or action:

- 1) Annual Town Meeting – Town Counsel has completed review of the Annual Town Meeting warrant. Two articles (#3 and #18) will require revised language when moved at Town Meeting.

**Article 3:** The change to Article 3 is merely to properly state the purpose of the CPA funding through the Sturbridge Trails Committee to be “for the purpose of preserving and/or restoring land acquired with CPA funds for recreational use” as required by statute.

**Article 18:** The language in the printed warrant was only a placeholder. The attached language is the formal motion for Article 18 required to clear title to an “owner unknown” parcel needed for the Burgess Elementary School project through an eminent domain taking.

***Recommended Action: Move to support the motion as revised by Town Counsel.***

- 2) Surplus Wastewater Equipment Bid Award – Attached is a copy of the sole bid received to dispose and remove surplus equipment at the WWTF in advance of the reconstruction project. Bids were solicited and the opening was witnessed by Greg Morse and Judy Knowles.

***Recommended Action: Move to award the bid for removal of surplus wastewater equipment to the low bidder, J. Little Mercer Co., for the package bid price of \$2,850.00 for Items No. 1 – 5.***

- 3) Appropriation of Wetland Protection Act Funds – Attached please find the request of the Conservation Commission to access \$5,000 from the

Wetlands Protection Fund for the purpose of partially supplementing the salary of the ConsCom's recording secretary. This is a continuation of the funding process utilized last year and is recommended and allows the operating budget to fund 7.5 hours per week of support towards the open space and trails assistant.

***Recommended Action: Move to approve the appropriation of \$5,000 from the Wetlands Protection Act fund to supplement the salary of the Conservation Commission's recording secretary.***

- 4) Mass. School Building Assistance Program – As you know, the Town makes ongoing payments associated with the Burgess School project. The MSBA Pro-Pay system requires an authorized signatory on behalf of the Board in order to request the reimbursements. Currently, the former chair is listed with MSBA. This should be updated to the current chairman and/or the Town Administrator to ensure administrative efficiency.

***Recommended Action: Move to authorize Edward P. Goodwin, as Chairman of the Board of Selectmen, or Shaun A. Suhoski, as Town Administrator, as signatories for MSBA documentation related to the Burgess Elementary School project.***

- 5) Miscellaneous – Over the past week I have had the opportunity to meet at length with various department heads, received briefings and attended construction meetings for the Town Hall / COB project and discussed the scope of work for the Burgess School project.

I am very impressed with the level of professionalism and customer-service oriented perspective of Town staff. I look forward to getting fully involved in the operations of the Town.