

MEMORANDUM

TO: Board of Selectmen
FR: Shaun A. Suhoski, Town Administrator
DT: June 4, 2010
RE: Administrator's Report

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

- 1) Dept. of Public Works – Various Bid Awards – In your packets are a series of four bid spreadsheets documenting responses for (1) Equipment Rental, (2) Piping and Road Materials, (3) Paving and Road Materials, and (4) Concrete Sidewalk Repairs. The Director of the DPW recommends award based upon the low bid (highlighted in yellow), or a joint award where pricing is equal (highlighted in green).

Recommended Action: Move the Board award the bids for (1) Equipment Rental, (2) Piping and Road Materials, (3) Paving and Road Materials, and (4) Concrete Sidewalk Repairs as recommended in memoranda and spreadsheets from the Dept. of Public Works dated May 27, 2010, and authorize the Town Administrator to execute any required documents.

- 2) Welcome Message at MMA Conference – On June 12 the MMA is sponsoring a leadership conference for selectmen at Old Sturbridge Village. Governor Patrick will be the opening speaker. I have arranged for a member of your Board to offer a brief “welcome” message at the beginning of the event. You could use it as a chance to promote our efforts at revitalizing Main Street (tourist commercial district), plugging our trek Sturbridge trails system, or other general positive comments.

Recommended Action: Have BOS designate its chairman or other member to welcome the statewide selectmen's group to Sturbridge.

- 3) Town Hall / Center Office Building Change Order – A compilation of change orders (Change Order No. 10) totaling \$6,651.48 was approved by the TH/COB Building Committee. There was no additional time granted for these work items and the date for substantial completion remains July 5. The total price adjustment to date for change orders is \$258,363.59

bringing the total contract sum to \$4,123,967.59. The total price increase by change orders is 6.7 percent of the original construction budget which remains very reasonable for extensive rehabilitation of historic structures. Your approval is requested.

Recommended Action: Move to approve Change Order No. 10 for the Town Hall and Center Office Building project in the amount of \$6,651.48 and authorize the Town Administrator to execute any required documentation.

- 4) Permitting Fees – Tantasqua Regional School District Solar Installation – The Tantasqua Regional School District is proposing the installation of 2400 photovoltaic nodules upon its expansive rooftops. As noted in the June 2 request from the district’s facilities manager, the PV array will be the largest of any school district in the state thus far. The TRSD is requesting a full waiver of any building and electrical fees. In discussion with the Building Commissioner, it is our joint recommendation that the Board waive the building permit fees in full and offer a 50 percent abatement of any electrical permit fees. This reflects the same position of the Board with respect to the Burgess School project.

Recommended Action: Move to waive any building permit fees, and to abate any electrical permit fees by 50 percent, for the solar power installation proposed at Tantasqua Regional High School and Junior High School.

- 5) Signature Authority for Town Administrator – The Town Accountant has issued her yearly update seeking signatory authority for various boards and committees. I am requesting you authorize me as your signatory for payroll, invoices, and any receipts or turnovers for the treasurer. Also related to this is a request that you authorize the Town Administrator to sign any required grant documentation. In your packet is an example. On November 9, 2009 the Board voted to authorize “Michael J. Racicot” to sign any USDA grant documents. That grant requires close-out reporting at this time. Also, I have received the grant contract for the \$2,520 grant announced by The Last Green Valley to improve the Trolley Line trail. I am seeking your Board’s general authority for the “Town Administrator” to execute any and all grant-related documentation.

Recommended Action: Move to authorize the Town Administrator to execute any grant-related documentation and to execute departmental payroll, bill schedules and turnover reports on behalf of the Board of Selectmen.

- 6) Building Department – Inspectional Procedures – In your packet is a memo from me to the Building Commissioner that expresses some of my thoughts relative to operational improvements. Today, the Building Commissioner initiated some of these procedures with the Town’s part-time inspectors. We believe that coordinating all inspections, permits and fees through the department office will afford better consistency and clarity with respect to record-keeping. As a follow-on, building department staff are surveying other communities to benchmark the reasonableness of our fees and the sufficiency of compensation. My goal is to explore a fee and compensation matrix that will provide modest fee reductions while increasing Town revenue. David and I hope to present a proposed fee and compensation schedule to your Board on June 18.
- 7) Town Counsel and Additional Appointments – In your packet is a brief expression of interest and fee proposal from Atty. Joel Bard relative to Kopelman & Paige continuing as Town Counsel. I have utilized K&P for over four years as counsel in Ayer, and have found the team of attorneys to be broadly qualified in the many unique intricacies of municipal law. I had experience with Mr. Bard about ten years ago when he was a special counsel working on a Planning Board matter for Ayer. In my tenure here in Sturbridge, K&P’s attorneys continue to provide prompt and professional service. I am therefore recommending Kopelman & Paige, P.C. be re-appointed as Town Counsel. You will note that I negotiated a modest fee reduction for FY11 which roughly equates to the cut in state aid that Sturbridge experienced in the upcoming fiscal year. The services provided at a blended rate of \$170 per hour are very reasonable from a cost perspective. On a related note, in Ayer I was able to reduce the Town Counsel line item by over 50 percent between FY08 and FY10. The Sturbridge line item has less fat, however, I plan to vigorously work to reduce legal costs in FY11.

Recommended Action: Move the Board ratify the Town Administrator’s re-appointment of Kopelman & Paige, P.C. as Town Counsel for a one-year term at a blended hourly rate of \$170.

NOTE: I will prepare and distribute a supplemental update that addresses some other appointments and re-appointments.

- 8) Engineering Contract Award – Grand Trunk Trail – CME Associates, Inc. was the only respondent to an Invitation to Bid due on May 27 for design and engineering services for an approximate ¾ mile improvement of the Grand Trunk Trail beginning at the Ed Calcutt Bridge and extending north

to the intersection of River and Farquhar roads. The price is \$51,795 and the Town must notify MassDOT by June 30 to encumber the funds as approved under the state Transportation Improvement Plan. The grant is funding 80 percent of the costs with the Town responsible for 20 percent. The matching funds have been previously approved by the Town and are in a matching grant account per the Finance Director.

Recommended Action: Move the Board award the contract for design and engineering services of the Grand Trunk Trail from the Ed Calcutt Bridge and extending north to the intersection of River and Farquhar roads to CME Associates, Inc., of East Hartford, in an amount not-to-exceed \$51,795. All work to be completed in accordance with the scope and bid submittal dated May 27, 2010.

9) Miscellaneous

At your May 17 meeting you had requested letters of appreciation be drafted for the Board's signature for Barbara Boiteau (for achievements as a dispatcher) and for Erin Jacque and Leslie Wong (for their extraordinary efforts associated with the Adopt-A-Trail program. Originals will be available the night of meeting for your signature.

The weeks seem to fly by,.. since my last report I have been busy with the following summarized list:

- a) participated in the Town Hall / COB construction meetings and a full Town Hall / COB building committee meeting,
- b) participated in the Burgess School Building Committee meeting,
- c) concluded negotiations with the DPW workers (SEIU),
- d) met with the Cable Advisory Committee to advance the RFP for AV equipment and plan for installation in Town Hall / COB,
- e) met with a health insurance consultant with the Finance Director to review potential methods of savings,
- f) attended a forest stewardship program update at the Harvard Forest in support of our Conservation Agent,
- g) met with Chief Ford and Lynne Girouard to develop a revised parking and traffic plan for events on the Common (will be presented by Chief Ford at meeting),
- h) met with TRSD Superintendent Dan Durgin to discuss Town / District relations and to tour the regional schools (Sturbridge should be very proud of its schools!),

- i) met with Jim Donahue at Old Sturbridge Village to get acquainted and discuss how the Town and OSV can work together to achieve mutual goals,
- j) met with various potential appointees to committees and boards (great people!),
- k) met with the head of the police union to get acquainted and discuss various matters,
- l) met with Jim Argentis (both of them) at G and F Industries,
- m) initiated a review of all telephone, cell phone and long-distance costs through the Chambers Advisory Group (no cost unless Town implements actual savings),
- n) conducted a department head meeting focused on timing and process of move back to Town Hall and COB as well as administrative matters,
- o) met with Randy Redetzke to coordinate needed action items with respect to trails development,
- p) met with Chris Tanguay and Craig Semon from the area newspapers, and
- q) discussed method of implementation of compliance testing and inspections of semi-private pools by Board of Health and worked collaboratively to schedule and conduct a meeting with local hospitality vendors to discuss same

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