



# *Town of Sturbridge*

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Shaun A. Suhoski, Town Administrator  
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## **MEMORANDUM**

TO: Board of Selectmen  
FR: Shaun A. Suhoski, Town Administrator  
DT: January 6, 2012  
RE: Town Administrator's Report for January 9, 2012 Meeting

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Following please find my report and recommendations for Tuesday's meeting:

### GENERAL AGENDA ITEMS:

Joint Pole Relocation Hearing (Continuation) – Pole #13 near 40 Maple Street: Enclosed please see the joint petition of Verizon and NGRID to relocate utility pole #13 on the easterly sideline of Maple Street approximately 12-foot northerly from its current location. The DPW Director's memorandum dated December 23 recommends that the pole location should be "at the back of the stick" so as to line up with the true gutter line of the road resulting in "a huge improvement over existing field conditions" because the current pole sits within the pavement. As a result of inadvertently failing to notify an abutter at 40 Maple Street the hearing was continued and your approval is now recommended.

***Recommended Action: that the Board of Selectmen approve the relocation of Pole #13 on Maple Street as presented in Verizon Petition No: 9AD3WL subject to being located as recommended by the DPW Director in memorandum dated December 23, 2011.***

Attached to my report is a document provided by the Assessor's office that summarizes the nature and scope of various statutory notification requirements.

### LIQUOR LICENSE VIOLATION HEARINGS:

**6:40 p.m.: Milestone Hospitality International, LLC d/b/a Sturbridge Host Hotel & Conference Center (Oxhead Tavern):** Enclosed in your packets is a copy of the Notice of Hearing dated December 27, 2011 (green card dated 12/28/11), a redacted copy of the police report dated 10/26/2011, and a copy of Chief Ford's summary

memorandum entitled “Alcohol Compliance Checks” dated November 25, 2011. There are no prior violations noted in the file during the preceding 60-month period.

A copy of the Board of Selectmen’s “Alcohol Violation Policy” has been provided as well, however, your Board retains discretion to act in accordance with any findings.

***Recommended Action: adopt of finding based upon the record and take further action based upon such finding, if needed.***

**6:45 p.m.: Drake Petroleum b/c/a Heritage Xtra-Mart:** Enclosed in your packets is a copy of the Notice of Hearing dated December 27, 2011 (green card dated 12/29/11), a redacted copy of the police report dated 10/26/2011, and a copy of Chief Ford’s summary memorandum entitled “Alcohol Compliance Checks” dated November 25, 2011. There is one prior violation noted in the file during the preceding 60-month period and a copy of the June 16, 2009 finding and sanction (two-day suspension and posted notice of same) is included for your reference.

A copy of the Board of Selectmen’s “Alcohol Violation Policy” has been provided as well, however, your Board retains discretion to act in accordance with any findings.

***Recommended Action: adopt of finding based upon the record and take further action based upon such finding, if needed.***

**Habitat For Humanity:** Habitat will update the Board on the extensive progress being made on Fairview Park Road together with a presentation of a request to draw additional funding from the Town Meeting allocation of \$125,000.

The request of Habitat is in your general agenda packet, however, I have attached to this report a blank copy of the grant agreement originally approved on November 15, 2010 in the amount of \$30,000 (copy of BOS minutes also attached). Your Board may elect to amend this agreement by any such amount you deem advisable to assist with completion of the project.

Based upon the \$123,944 spent on construction to date, and the \$35,000 estimate of additional costs towards completion, it appears that total construction costs will be nearly \$160,000 for the home. In my opinion, it is entirely reasonable for the Board of Selectmen to release an additional \$50,000+/- towards the project as it would essentially result in a 50/50 cost share between public CPA resources and donated resources.

***Recommended Action: that the Board of Selectmen amend Section 2, Line 1 of the grant agreement dated November 15, 2010 by increasing the stated consideration from \$30,000 to \$80,000.***

## TOWN ADMINISTRATOR'S REPORT

1. Community Innovation Challenge Grant (Regional Application): As you may be aware, the USEPA is currently revising the permit requirements for so-called Small Municipal Separate Storm Sewer Systems (MS4s). Under the current extended permit (pending adoption of the new requirements), the Town must file annual reports due in May that detail all of the Towns efforts at compliance with stormwater management.

In anticipation of even more stringent – and costly – requirements relative to stormwater management (please see attached 14-page matrix identifying differences between the 2003 and draft 2010 permits) I requested that the Town of Sturbridge be included with a regional collaborative lead by the towns of Leicester, Spencer and Auburn to pool efforts at dealing with these increasingly complex requirements.

In sum, a group of seven to 11 regional communities would seek a minimum of \$270,000 from the Community Innovation Challenge Grant program to provide:

- Collaborative Education and Training (for municipal personnel and the public),
- Regionalized Data Management Systems (GIS and Web based), and
- Standardized Recommended Policies and Procedures

I have briefed the DPW Director and he is in full support of any assistance that can be provided in this daunting area of stormwater management compliance. A copy of the draft scope of services dated January 6, 2012 is attached.

There is no local funding match required. The application is due January 17 with awards to be announced no later than the end of February. This marks an opportunity that should not be missed and I strongly suggest that the Town participate in this endeavor.

***Recommended Action: that the Board of Selectmen approve participation in a regional Community Innovation Challenge Grant due January 17, 2012 and authorize the Chairman to execute a Local Support Documentation Form and correspondence endorsing said application.***

2. Mass. Municipal Association Annual Business Meeting Credential Vote Form:: Last week your Board approved Selectman Blanchard as its voting member at the Mass. Interlocal Insurance Association meeting. Attached is the designated vote form for the MMA's annual business meeting. Technically, the voting delegate is the Chairman, or, the Chairman's designee.

***Recommended Action: that the Board of Selectmen ratify the Chairman's designation of Selectman Mary Blanchard as the Town's voting delegate at the 2012 Mass. Municipal Association's Annual Meeting.***

3. Miscellaneous Items: Following are some concise updates on other matters that are pending and have been updated since last week:

- **Riverlands Environmental Monitoring:** Substantial progress is being made in the environmental monitoring. Tighe & Bond reports that *“drilling of the bedrock/deep overburden wells went relatively well. Three wells were installed to a depth of 50 feet, but we did not encounter bedrock. All three wells are exhibiting artesian characteristics, which leads me to believe there is some sort of confining layer somewhere between 20 feet and 50 feet. When the driller mobilizes the geoprobe to conduct the soil sampling later this month, I will have them conduct a boring near the newly installed wells so we can identify soil types and depths in the area and hopefully identify the depth of the confining layer.”* I would expect to have some results of the next tasks by mid-February.
- **AAB Variance Update:** This project was awarded to Three D Enterprises of Southbridge in an amount of \$2,985. Following fabrication, we are scheduling the work at the earliest opportunity to bring this matter to closure.
- **Solar Power RFQ:** The Energy Advisory Committee will meet next on January 12 to finalize its task and presentation of the selected and recommended vendor to the Board of Selectmen at the next available meeting thereafter. Many, many hours of time and effort have gone into the procurement, review and recommendation process and I am sure the BOS will be pleased with the results.
- **FY13 Budget, Capital and Betterment Planning:** Judy has made the appropriate copies of all capital and betterment requests and I will be seeking and scheduling meetings of these committees to occur prior to the month’s end. The Finance Director and I have met on several occasions to refine budget development and, as stated previously, we remain committed to providing the budget documents to the Finance Committee and Board of Selectmen in a timely manner to achieve an annual budget meeting in mid-February.
- **Department Head Performance Evaluations:** This week, completed minor modifications to goals for two employees based upon their feedback and additional discussion of priorities. Copies of the performance evaluations and goals are in a file folder by your Board’s mailboxes.
- **Supplemental Report:** I will have some additional informational updates available at your meeting.