



Town of Sturbridge

Shaun A. Suhoski, Town Administrator
Email: ssuhoski@town.sturbridge.ma.us

MEMORANDUM

TO: Board of Selectmen
FR: Shaun A. Suhoski, Town Administrator
DT: December 30, 2011
RE: Town Administrator's Report for January 3, 2012 Meeting

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

GENERAL AGENDA ITEMS:

Mass. Interlocal Insurance Association Voting Delegate Form: Please see memorandum from MIIA dated December 20, 2011 together with the nominating report and voting delegate form.

Recommended Action: that the Board of Selectmen designate a member as its official voting delegate.

Joint Pole Relocation Hearing – 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 is also attached wherein he states the pole location should be "at the back of the stick" so as to line up with the true gutter line of the road. If done so, the Director states that "the installation would be a huge improvement over existing field conditions" because the current pole sits within the pavement.

Recommended Action: Subject to commentary during the public hearing, that the Board of Selectmen approve the relocation of Pole #13 on Maple Street as presented in Verizon Petition No: 9AD3WL conditioned upon pole being located as recommended by the DPW Director in memorandum dated December 23, 2011.

Winbuyer's Outlet LLC – Change of Manager: Enclosed in your packets is the request of The Winebuyer's Outlet LLC, 453 Main Street, Sturbridge, to change their manager from Steven Cole to Richard Beams, of Worcester. It appears that Mr. Beams has worked as

the Wine Manager at Austin Liquors in Worcester, and as the Bar Manager at Tweed's Pub, in Worcester, during the past 10 years. The state ABCC conducts the CORI check.

Recommended Action: Subject to the Board's satisfaction, to approve the Change of Manager for The Winebuyer's Outlet LLC, 453 Main Street, Sturbridge from Steven Cole to Richard Beams, of Worcester, as requested in application signed December 20, 2011.

Central Corridor Rail Coalition Presentation and Resolution: Please see information in your packets provided by Blake Lamothe, the project manager/chairman of the Central Corridor Rail Coalition and Palmer Rail Coalition. He seeks your Board's written support for restoration of passenger rail service to Palmer. I have re-drafted the proposed resolution to reflect "Sturbridge" and included that for your perusal. Mr. Lamothe has a 15-minute video/PowerPoint presentation he will present.

From my perspective, increased rail options will only benefit the region-at-large and enhance regional community and economic development as well as transportation choice.

Recommended Action: that the Board of Selectmen vote to support restoration of passenger rail service to the town of Palmer and its environs and authorize the Town Administrator to document such endorsement in a written correspondence.

TOWN ADMINISTRATOR'S REPORT

1. Economic Development Advisory Committee (name change): The Economic Development Committee voted at its November 16, 2011 meeting to recommend the formal name of the committee be changed to the Economic Development Advisory Committee as that is more in keeping with the advisory role of the committee itself. I would recommend the Board approve the change.

Recommended Action: that the Board of Selectmen amend the name of the Economic Development Committee to the Economic Development Advisory Committee.

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

- **Riverlands Environmental Monitoring:** Requested status update from Tighe & Bond as to drilling completion and status of sample testing. Will have more information on Monday.
- **AAB Variance Update:** I have in-hand one valid quote for the work and have extended a final opportunity for a second vendor to submit a quote. In either event, the proposal comes under the \$5,000 threshold for formal bid processes and I will make an award this coming week utilizing sound business practices.

- **Solar Power RFQ:** The EAC, Town Administrator and Selectman Gimas have determined the preferred vendor and will meet again in early to mid-January to finalize a presentation for the Board of Selectmen at an upcoming meeting.
- **FY13 Budget, Capital and Betterment Planning:** (No change.) Capital and betterment requests have been compiled by the Finance Director and provided to me. I am now reviewing the requests. The Finance Director is continuing her preliminary work on the budget requests. We are all committed to have all budget documents provided to the Finance Committee and Board of Selectmen in a timely and efficient manner with an eye towards the annual budget meeting in mid-February 2012.
- **Group Health Insurance:** Solicited and received school union contact information to reconstitute Insurance Advisory Committee and discuss reasonable plan design modifications that are anticipated to be initiated for FY13. Given that costs increased by over 16 percent last year, my goal is to mitigate any such increase to no more than single-digit increases through reasonable reform efforts. The Finance Director will be working with me on this initiative.
- **Town Hall and COB Building Project Update:** (No change. Prior report shown.) The Town continues to hold just over \$15,000 in retainage to encourage completion of all outstanding items. Still remaining on the list are repairs to cracks in plaster on the first floor of Town Hall, repair of a scratch in the flooring on the first floor of Town Hall, and, in the spring, completion of remedial actions to the HVAC systems. The main entry doors (rear) of Town Hall continue to require readjustment of hardware relative to proper closing.
- **Library:** Met with Library Director and assisted with procurement and contracting for the roof repairs (lifting HVAC units and repairs to curbing) and signed contract for the carpet replacement project. Both of these items are scheduled for completion in January. Also, met with the Tree Warden and DPW Operations Manager regarding required tree trimming by Library to also facilitate crane access for HVAC units (trimming completed).
- **Department Head Performance Evaluations:** Completed, subject to signatures, all performance evaluations and goal setting with direct-report department heads. Based upon the incredibly high workload of the past year nearly all staff received their full 2 percent merit payment (file folder for your review will be available next to your mailboxes by Tuesday's meeting).
- **Veterans Services Director Update:** I had a productive meeting with Tim Hickey, Leicester's Veterans Agent, and Tom Chamberland, to review the position requirements caseload. Mr. Hickey will join Mr. Chamberland during Tuesday's office hours to meet clients and review files. I hope to finalize an employment arrangement for your January 9 or 16 meeting at latest.
- **Meetings and Other Participation:** Met onsite with Mt. Brook Road Association and DPW Director to view primary problem areas and determine next steps; participated in PJ "story hour" at the Library (kids are great!); conducted bid opening for revaluation services on behalf of Principal Assessor.