

MEMORANDUM

TO: Board of Selectmen
FR: Shaun A. Suhoski, Town Administrator
DT: May 14, 2010
RE: Administrator's Report

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

- 1) License Agreement for WWTP – On December 7, 2009 your Board executed an easement document allowing National Grid to install and maintain the electrical distribution infrastructure at the Wastewater Treatment Plant. However, to have the easement recorded, a Town Meeting authorization is required. I do not know why this item was not on the ATM warrant.

Notwithstanding the above, as construction on the WWTP is proceeding, the Town now needs to grant access to National Grid for such purposes. The Board of Selectmen may lawfully enter into a license agreement to provide such access to National Grid. The proposed agreement is attached and recommended for your signature. If still required, the actual easement can be brought forward at a future town meeting.

Recommended Action: Move to approve the license agreement from the Town of Sturbridge in favor of Massachusetts Electric Company dated May 17, 2010 as laid out on plan entitled "Sewer Treatment Plant, Sturbridge, Mass., dated 9/15/09."

- 2) Interim Sewer Connection Policy – Further to recent discussion, and revisions suggested at your May 10 work session, attached is the proposed Interim Sewer Connection Policy. This policy will provide uniform guidance to your Board while considering connection requests until such time as the Town is granted additional treatment capacity. As a side note, the parcels comprising the Habitat for Humanity project were on record in 1889 in Plan Book 5, Plan 10, and thus would allow your Board to grant a connection if it be in the best interest of the community.

Recommended Action: Move to adopt the Interim Sewer Connection Policy effective May 17, 2010.

- 3) Senior Municipal Service Program – Three applicants have come forward for this program to date and have been matched to needs in the community.

Recommended Action: Move to approve the following applications to the Senior Municipal Service Program: (1) Dolores C. Pelton and Roy J. Pelton, of 78 Arnold Road, to the Recreation Committee, and (2) Nancy Giroux, of 7 Ridge Hill Rd., to the Board of Health.

- 4) Metro PCS – Proposed Cell Tower Lease – Last year, the former Town Administrator, while seeking additional sources of revenue for the Town, issued a Request for Proposals to locate a cell tower on town-owned land.

The process yielded a response from MetroPCS with a proposal to locate a 130-foot tower on the DPW property. The proposed lease agreement was reviewed by Town Counsel and would essentially provide \$30,000 per year in rental payments to the town in exchange for the ground lease. With built-in escalators, and the potential for co-location fees, the Town could expect anywhere from \$600,000 to \$800,000-plus over the maximum 20-year term of the lease. Any lease is contingent upon the proposer receiving any required local permits.

Currently, the Zoning Board is reviewing the proposed tower location and considering whether a variance and/or special permits are required. An important component of their decision will likely be the so-called “balloon test” which is set to occur on May 26 from 4-8 p.m. The Zoning Board has continued their hearing to June 9 so they can also have the benefit of the balloon test.

On a related note, a resident from the nearby condominium complex came into the office to express concerns over the perceived visual impact of the tower. He will be submitting written comments and has requested time on the Board’s agenda for June 7.

- 5) Miscellaneous

At your May 3 meeting, amendments were made to the proposed letter to state Sen. Brewer with respect to the casino legislation. I have brought the revised letter for your signature tonight.

In the two weeks, amongst routine duties, I have also:

- a) participated in the Town Hall / COB construction meeting and met with the landscape architect and tree warden concerning plantings,
- b) participated in the Burgess School Building Committee meeting,
- c) met with state Rep. Todd Smola to get acquainted and discuss various matters,

- d) met with members of the Cable Advisory Committee to discuss the new Charter contract and the AV equipment for Town Hall / COB,
- e) met with the Building and Planning departments to review processes with respect to new and/or potential business contacts,
- f) met with staff concerning office space and allocations for the return to Town Hall / COB,
- g) had a telephone conference with state Sen. Stephen Brewer regarding various matters,
- h) met with the Library Director, toured the facility and discussed potential areas of shared services,
- i) met with the Council on Aging Director to get acquainted and discuss some policy matters,
- j) met with the Conservation Agent to discuss various matters,
- k) worked with the Finance Director to complete review of a personnel-related matter, and
- l) met with the chair of the Board of Health relative to various issues.

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