

**BOARD OF SELECTMEN MINUTES –June 7, 2010  
SUNDERLAND TOWN OFFICES**

**Present: Mr. Fydenkevez, Mr. Bergeron and Mr. Pierce**

**Others: Margaret Nartowicz, Town Administrator**

**Behind the Camera: Richie Wheeler**

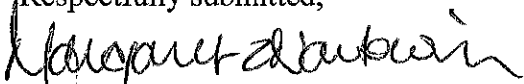
---

- Call to order at 7:05 p.m.
- Council on Aging (COA) Appointment-Maureen O'Brien gave overview of Senior Center programs and activities. Motion to appoint Maureen O'Brien to COA for remainder of this appointment cycle by Mr. Bergeron, 2<sup>nd</sup> by Mr. Pierce. Vote 3-0.
- Police Department Update-Chief Gilbert gave department update. Mr. Fydenkevez-want to go back to periodic department head updates to Board of Selectmen. Chief-overview of Highway Safety Grant "Click-it or Ticket" and "Operation Chill" sponsored by 7-11. Police Department hands out certificates for "Slurpees" as rewards for good behavior. Chief feels strongly that community connections especially with children have to be maintained. Department treats everyone in a respectful manner. Discussion regarding radar signs on East Plumtree and other roads; new cruiser in FY11 will be Crown Victoria. Discussion regarding color scheme on cruiser. Mr. Fydenkevez-residents should feel that police department is approachable. Cruiser coloration may encourage approachability. Discussion regarding community-oriented policing.
- Minutes of May 24, 2010-Motion made by Mr. Bergeron to approve the minutes of May 24, 2010, 2<sup>nd</sup> by Mr. Pierce. Vote 3-0.
- CPA Advisory Committee-Discussion regarding 2008 charge in preparation for Town votes. Mr. Bergeron-recommend that the committee dissolve at the end of FY10. Motion to dissolve CPA Advisory Committee (charge completed) at end of FY10 with thanks to members by Mr. Bergeron, 2<sup>nd</sup> by Mr. Pierce. Vote 3-0. Letter of thanks to be sent.
- Council on Aging Appointments-Motion to appoint Maureen O'Brien and Sophie Buczynski as COA members for 3-year terms by Mr. Bergeron, 2<sup>nd</sup> by Mr. Pierce. Vote 3-0.
- Veterans' Memorial Committee-VMC has fulfilled its charge. Motion to dissolve Veterans' Memorial Committee at the end of FY10 by Mr. Bergeron, 2<sup>nd</sup> by Mr. Pierce. Letters of thanks to be sent.
- Veterans' Memorial-Proposed charge and composition of Veteran's Memorial Oversight Committee (VMOC) read by Clerk, Mr. Pierce. Mr. Fydenkevez-VMOC would be recommending body to Board of Selectmen. Mr. Bergeron-propose staggered terms. Discussion regarding composition and charge (attached to minutes).
- Selectmen Appointments-list read by Clerk, Mr. Pierce (attached to minutes). Motion by Mr. Pierce, 2<sup>nd</sup> by Mr. Bergeron. Thanks to all employees for their service. Vote 3-0.
- Selectmen Goals-Mr. Bergeron-change numbering to bullets. Mr. Fydenkevez-Post goals in office and on Channel 15.
- Senior Center MOU-Mr. Fydenkevez-overview of process and creation of draft MOU. Discussion regarding MOU provisions. Board to review for next Board of Selectmen meeting (6/21).
- IGA Review Group Update-Mr. Bergeron gave update.
- Website Update-Mr. Pierce-can Comcast provide viewer stats for Channel 15?
- Union #38 negotiations-Mr. Bergeron-negotiations are ongoing.
- TRIAD-program being eliminated due to funding cuts. Mr. Fydenkevez-has had discussions with sheriff, TRIAD administrator and incoming sheriff. Ms. Nartowicz-discussion regarding FCHCC grant opportunity.
- Cultural Council Appointment-Motion made by Mr. Pierce to appoint Peter Lacey for a 3 year term (6/7/13), 2<sup>nd</sup> by Mr. Bergeron. Vote 3-0.
- Conservation Commission Appointment-Motion to appoint for Nancy Pick for a 3-year appointment to the Conservation Commission, 2<sup>nd</sup> by Mr. Bergeron. Vote 3-0.
- Recreation Committee-Motion to appoint Tracy Sackrey for a 1-year term by Mr. Pierce, 2<sup>nd</sup> by Mr. Bergeron. Vote 3-0.
- Green Communities Action Plan Report-Board to review over next 2 weeks for presentation and vote on June 21<sup>st</sup>. Draft to be posted on website.

- Community Development Strategy Update -Board to review CDS and bring to next meeting to schedule hearing.
- Senior Tax Work-Off Program-Board of Selectmen to review procedures and bring back on June 21<sup>st</sup> for vote.
- Senatorial Special Election-Motion to authorize Accountant to apply special election reimbursement proceeds to Election Wages and Reserve Fund expenditures for FY10 Special Elections per DOR bulletin 2010-05B by Mr. Bergeron, 2<sup>nd</sup> by Mr. Pierce. Vote 3-0.
- Town of Orange Veterans' Memorial-Mr. Fydenkevez- send letter to Town of Orange regarding successful completion of Veterans' Memorial. Sunderland understands how much work is involved in creating Veterans' Memorial.
- 2010 Graduates-Mr. Fydenkevez-congratulations to Frontier graduates and their families.
- Warrant by signature.

Motion to adjourn by Mr. Bergeron, 2nd by Mr. Pierce. Vote 3-0. Meeting adjourned at 8:33pm.

Respectfully submitted,



Margaret Z. Nartowicz  
Town Administrator

# TOWN OF SUNDERLAND



**BOARD OF SELECTMEN**  
12 School Street, Sunderland, MA 01375  
PHONE: (413) 665-1441  
FAX: (413) 665-1086

## MEMORANDUM

To: Board of Selectmen  
From: Margaret Nartowicz, Town Administrator  
Date: June 3, 2010  
Re: Recommendation – Veterans' Memorial Oversight Committee Composition & Charge

*BOS revised  
6/7/10*

I recommend that the Board vote the following composition and charge of the VMOC, and that committee members be appointed on June 21, 2010.

### VETERANS' MEMORIAL OVERSIGHT COMMITTEE

#### Composition

The 3-member Committee shall be comprised of residents of the Town of Sunderland; at least one of whom ~~shall~~ *should* be a veteran of the U.S. Armed Forces.

*Staggered terms*

#### Charge

The Committee shall be responsible for:

- General oversight of operating budget and care of grounds for routine seasonal clean-up, maintenance, mulching, staining benches, etc. *(develop budget)*
- General oversight of garden area, i.e., plantings, removal of dead species, change plants as recommended by designers, with approval of the Board of Selectmen as overseers of the Veterans Memorial Perpetuity Fund.
- Review of eligibility for addition of veterans' names to the wall and general oversight of updating names on the wall at designated intervals.
- General oversight of correspondence related to veteran memorial matters.
- General oversight & coordination of events and ceremonies at the Memorial.
- Oversight of Book of Remembrance updates, i.e., validity of inclusion of veterans, types of information to be included for a veteran, etc.
- General recommendations to the Board of Selectmen for policies related to ~~related~~ to the Committee's charge.

#### *Selectmen's Office Responsibilities*

- Liaison between the Veterans' Memorial Oversight Committee and the public for all matters related to the Committee's charge.

- Coordinate with Veterans Memorial Oversight Committee for Book of Remembrance updates, and perform administrative duties for Book page layout, printing, coordination of addendums to book for printer; public orders, etc.

# SELECTMEN'S APPOINTMENTS

## Reappointments for 6.7.10

### APPOINTMENT

### TERM

#### CPA ADVISORY COMMITTEE (Community Preservation Act-CPA)

BECKLEY, STUART	1 YR/2010
CLARK, HELEN	1 YR/2010
LOPATKA, RICHARD	1 YR/2010
MURPHY, DAN	1 YR/2010
ROSCOE, DANA	1 YR/2010
UNKLES, JENNIFER	1 YR/2010
WISSEMAN, MICHAEL	1 YR/2010

→ dissolved  
3-0.

#### COUNCIL ON AGING

GUNN, EDNA	3 YR/2012
HOWE, JOAN,	3 YR/2011
BUCZYŃSKI, SOPHIE	3 YR/2010
O'Brien, Maureen	3 YR/2010

— vote 3-0  
" "

#### VETERANS MEMORIAL COMMITTEE

GORDON, BRUCE	1 YR/2010
GRAVES, SHIRLEY	1 YR/2010
TOWER, JAMES	1 YR/2010
VAN DALSEN, DAN	1 YR/2010
SILLIN, WILL	1 YR/2010

→ dissolved  
3-0.

## SELECTMEN'S APPOINTMENTS

NON-BOLD: Employee Appointments 6.7.10

" \* " - No action required at this time.

<u>APPOINTMENT</u>	<u>TERM</u>
<u>TOWN ADMINISTRATOR/ADA COORDINATOR</u> NARTOWICZ, MARGARET	1/2010
<u>ACCCOUNTANT</u> MORTON, BRIAN	1 YR/2010
<u>ADMINISTRATIVE SECRETARY</u> BENNETT, CYNTHIA	1 YR/2010
<u>ANIMAL CONTROL OFFICER</u> POTYRALA, DANIEL	1 YR/2010
<u>ASSESSOR CLERK</u> KOWALECK, MARY ANN	1 YR/2010
<u>BUILDING COMMISSIONER</u> WIGHT, ERIK	1 YR/2010
<u>Assistant Building Inspector</u> NEYHART, TIMOTHY	1 YR/2010
<u>FALL FESTIVAL COMMITTEE</u> CRANSHAW, MOIRA	1 YR/2010
EWEN, JAMES	1 YR/2010
JACQUE, JULIE	1 YR/2010
O'HAGAN, ROSEMARY	1 YR/2010
ROLNICK, SUSAN	1 YR/2010
WISSEMANN, MICHAEL	1 YR/2010
<u>FENCE VIEWER</u> EMERY, GEORGE	1 YR/2010
<u>FIRE DEPARTMENT</u> <u>Fire Chief</u> AHEARN, ROBERT	3 YR/2010
<u>Ambulance Director</u> AHEARN, ROBERT	1 YR/2010
<u>911 Liason</u> HUBBARD, JEFFREY	1 YR/2010
<u>HAZARDOUS WASTE COORDINATOR</u> AHEARN, ROBERT	1 YR/2010
<u>HIGHWAY DEPARTMENT</u> <u>Superintendent</u> EMERY, GEORGE	1 YR/2010
<u>Clerk</u> Gallerani, Bobbie	1 YR/2010
<u>Laborers</u> SKRIBISKI, ED	1 YR/2010

SKRIBISKI, ROBERT	1 YR/2010
<u>Temporary Highway Laborers</u>	
LAURENTIS, FRED	1 YR/2010
SAVISKI, JOSEPH G. JR.	1 YR/2010
SKRIBISKI, JOHN	1 YR/2010
SULLIVAN, DAN	1 YR/2010
WOZNIACEWICZ, EDWARD	1 YR/2010
<u>Seasonal Laborer</u>	
GREEN, TASMYN	1 YR/2010

LOCAL EMERGENCY MANAGEMENT COORDINATOR

AHEARN, ROBERT	1 YR/2010
----------------	-----------

MOTH SUPERINTENDENT

EMERY, GEORGE	1 YR/2010
---------------	-----------

MUNICIPAL LIASON - ETHICS

NARTOWICZ, MARGARET	1 YR/2010
---------------------	-----------

NETWORK & ELECTRONIC RESOURCES AGENTS

BALL, STEPHEN	1 YR/2010
NARTOWICZ, MARGARET	1 YR/2010

PARKING CLERK

HOULE, WENDY	1 YR/2010
--------------	-----------

PERSONNEL COMMITTEE

<del>MCKEMMIE, DONNA</del>	<del>2 YR/2011</del>	<del>CITIZEN</del>
<del>NARTOWICZ, MARGARET</del>	<del>2 YR/2011</del>	<del>TOWN ADM</del>
<del>MOZEA, FRANCIS</del>	<del>2 YR/2011</del>	<del>FINANCE</del>
<del>WISSEMANN, MICHAEL</del>	<del>2 YR/2011</del>	<del>SELECTMEN</del>
<del>WOJTOWICZ, MICHELE</del>	<del>2 YR/2010</del>	<del>CITIZEN</del>
<del>EMERGY, GEORGE</del>	<del>2 YR/2010</del>	<del>EMPLOYEE</del>

*voted  
5/24/10*

PLUMBING/GAS INSPECTOR

HUBBARD, JEFFREY	1 YR/2010
------------------	-----------

ASSISTANT

NUTTLEMAN, JEREMY	1 YR/2010
-------------------	-----------

POLICE DEPARTMENT

Police Chief

* GILBERT, JEFFREY	3 YR/2010 – by contract
--------------------	-------------------------

Police Clerk

GALLERANI, BOBBIE	1 YR/2010
-------------------	-----------

Sergeant

LYONS, BRENDAN	1 YR/2010
----------------	-----------

Full Time Officers

HARRIS, JOSH	1 YR/2010
SCOBLE, PETER	1 YR/2010
TOZLOSKI, BRENDA	1 YR/2010

Part Time Officers

HEBERT, MICHAEL	1 YR/2010
LAROSE, JASON	1 YR/2010
MELNIK, DEVIN	1 YR/2010
SMITH, ZACHARY	1 YR/2010

WALL, JUSTIN	1 YR/2010
<b><u>POLICE / FIRE CIVIL DEFENSE DIR</u></b>	
AHEARN, ROBERT	1 YR/2010
GILBERT, JEFFREY	1 YR/2010
<b><u>Alcohol Control Agent</u></b>	
GILBERT, JEFFREY, Police Chief	1 YR/2010
<b><u>Alcohol Enforcement Agents</u></b>	
GILBERT, JEFFREY	3 YR/2010- <i>by contract term</i>
LYONS, BRENDAN	1 YR/2010
HARRIS, JOSH	1 YR/2010
SCOBLE, PETER	1 YR/2010
TOZLOSKI, BRENDA	1 YR/2010
HEBERT, MICHAEL	1 YR/2010
MELNIK, DEVIN	1 YR/2010
SMITH, ZACHARY	1 YR/2010
WALL, JUSTIN	1 YR/2010
<b><u>Chaplain</u></b>	
RIDDLE, PASTOR LARRY	1 YR/2010
<b><u>PROCUREMENT OFFICER</u></b>	
NARTOWICZ, MARGARET	1 YR/2010
<b><u>PVTA REPRESENTATIVE</u></b>	
NARTOWICZ, MARGARET	1 YR/2010
<b><u>TREE WARDEN</u></b>	
EMERY, GEORGE	1 YR/2010
<b><u>WIRING INSPECTOR</u></b>	
TOWER, JAMES	1 YR/2010
<b><u>Assistant</u></b>	
MURPHY, PETER	1 YR/2010

# TOWN OF SUNDERLAND

## GOALS

May 24, 2010

- 1) Hire new Senior Center director – create MOU between the 3 towns and expand our range of services
- 2) Expand “Regional” opportunities – Inspectional, Assessing, Senior, Recreational, Highway services, shared support personnel
- 3) Continue to work on economic development and the re-creation of our downtown area
- 4) Update & publish a new Town Master Plan. Last update some time ago (late 70’s early 80’s?)
- 5) Take steps to encourage not only more businesses for the town, but ones that are more “value-added” for the town. For example a combination of destination service businesses like a diner or café as well as small commercial businesses like light fabrication or green energy-convenient to UMass
- 6) Increase the promotion of Sunderland as a great place to live and do business. A new town web site would certainly help this goal along with a tiny but selected bit of advertising. Perhaps a “Welcome to Sunderland” sign at a key location?
- 7) Establish effective capital funding mechanism; policy, override, etc. & formalize Capital Planning Committee
- 8) Complete Phase I of the EPC; identify 5% energy reduction in each of the next 3 years – total 15%
- 9) Finalize brush pile policy and operation (open, modify or close facility)
- 10) Pursue funding availability for strategic economic, housing and recreational development opportunities. Sunderland’s Community Development Strategic Action Plan provides a general framework for various Town goals and initiatives. Updating the Town’s Master Plan would provide additional strategies to achieve these goals.
- 11) Select EPC projects to rectify long-standing building energy issues, and to realize long-term energy usage and cost savings; continue to pursue mid-to-large scale solar generation and other clean/renewable energy opportunities.
- 12) Purge unnecessary/non-required Town files & organize, inventory, and in some cases, digitize files for more efficient research.