

Board of Selectmen's Meeting
Sunderland Town Office Building
February 8, 2016
MINUTES

Present: Mr. Bergeron, Mr. Fydenkevez, Mr. Pierce, Ms. Patch, Town Administrator

Guests: Finance Committee members: Dan Murphy and Aleks Kajstura; Katherine Hand, Library Director;

Library Trustees: Ms. Berry, Ms. Starr, Mr. Lopatka, Mr. Wissemann, Mr. Sackrey, Mr. Bridwell, Recorder
Reporter

Behind the Camera: FCAT: Marina Korpita

Call to Order

Appointments

- Met with the Library Trustees to fill a Trustee vacancy. Mr. Bergeron addressed the Library Trustees to call Joint meeting with the Library Trustees and the Board of Selectmen meeting to order. Mr. Lopatka nominated Justine Rosewarne, nomination seconded. Mr. Bergeron asked if there were any further nominations. Mr. Fydenkevez moved to close nominations, Mr. Pierce second, Vote 3-0. Mr. Lopatka offered comments supporting Ms. Rosewarne's appointment nomination. _Roll Call Vote. Mr. Bergeron requested Library Director, Ms. Hand to Roll Call the Library Trustees. Ms. Berry: yea, Ms. Starr: yea, Mr. Lopatka: yea, Mr. Wissemann: yea, Mr. Bridwell: yea, Mr. Sackrey: yea, Board of Selectmen Members: Mr. Pierce: yea, Mr. Bergeron: yea, Mr. Fydenkevez: yea. Unanimous vote to appoint Mr. Rosewarne to fill the vacated seat of Eileen Krol till the end of this appointment year.
- Library Budget presentation: Ms. Hand gave an overall report of Library activities recently and noted the Library Budget request is a level fund request which will be supplemented with anticipated grant receipts, state aid and Friends of the Library fund raising efforts. The Library will also be hosting a Legislative Breakfast with Senator Rosenberg and Representative Kulik attending. Ms. Hand extended an invitation to the Board members, Town Administrator and other town officials and residents to attend. The Blue Heron will be donating breakfast for the event. The current proposed budget will allow the Library to maintain the Mass Library requirement. Ms. Hand also discussed employee salaries which is still below average compared to other libraries in the area and in size/membership comparison. While that is not in this budget she would like to address the issue in the near future. Ms. Hand explained the formula used by the state for municipal appropriation minimum funding requirement is the library commission takes the past 3 year budget, take an average of that, multiply by 1.025% which equals the town expected level of funding.
- Capital projects for the Library includes replacing the compressors for the geo-thermal system. One compressor has failed twice and it is recommended replacing two per year with this budget cycle. Ms. Starr also noted there would be a housekeeping budget line item for Town Meeting per the recommendation of the town accountant. This would be necessary because of the structure of the account.

Minutes, January 11, 2016

- Mr. Fydenkevez Motion to accept the minutes of February 1, 2016, Mr. Pierce second, Vote 3-0.

Selectmen Updates

- Mr. Fydenkevez said a Board of Oversight meeting for the SCEMS was to be re-scheduled since no Town of Deerfield representatives were available at the last meeting.
- Mr. Pierce will be participating on a conference call Wednesday to include Eversource and Beth Greenblatt, the Town's solar consultant to discuss status of the Town's solar project.
- Mr. Bergeron noted a special Sunderland Elementary School Committee was scheduled for Wed. February 10th at 4:30pm at the school.

Town Administrator Updates

- Ms. Patch reported that Swampfield Drive has deed restrictions and the road must remain a private road and never be a public roadway.
- Ms. Patch stated a Reserve Fund Transfer was being submitted to the Finance Committee due to Out-of-District Student Transportation costs. The request is for August through January invoices. Mr. Pierce Motion, Mr. Fydenkevez second to recommend Reserve Fund Transfer for Out-of-District Student Transportation in the amount of \$5,712, Vote 3-0.
- Ms. Patch acknowledged several 300th Anniversary census responses with many ideas, volunteers to assist in various ways with the event and we have also received some donations and requested the Board consider formalizing a committee for the 300th Anniversary Celebration. Mr. Bergeron requested a Charge for the committee at the next Board meeting.
- 2016 state minimum wage rate has taken effect and will require the Senior Tax Work-Off Program Procedure updated to reflect the change. Ms. Patch presented a revised Procedure that reflects the new state minimum wage and an adjustment of 50 hours required to be eligible for the full \$500 tax credit which would be reflected on the actual spring 2017 tax bill. Mr. Pierce Motion to accept Senior Tax Work-Off Procedure change, Mr. Fydenkevez second, Vote 3-0.

Old Business

- Police Chief Search Committee Charge was reviewed. Ms. Patch will attend the first meeting the Committee to review policies and procedures as well as open meeting law boundaries, etc. Mr. Pierce Motion, Mr. Fydenkevez second to adopt Police Chief Search Committee Charge, Vote 3-0. Ms. Patch reported that some community members have volunteered but there are still a couple openings on the committee which is expected to have 5-7 members.
- Personnel Committee will be meeting to review the Police Chief's Job Description which is always done when a hiring process is in place. Mr. Bergeron requested the Board review the job description and report at the next meeting any items that should be included or reviewed. Mr. Fydenkevez suggested the minimum hiring qualifications should be included on the job description.
- Mr. Bergeron stated the Officer in Charge would be the next Police Department matter to be discussed for the upcoming interim period and requested a 3 minute recess before further discussion. Board reconvened at 7:12PM. Per the prior request of the Board, an Office in Charge recommendation was requested from the Chief of Police. Mr. Fydenkevez made a Motion to appoint from current staff and recommended Sergeant Brendan Lyons be offered the Officer-in-Charge position. Mr. Bergeron would review the position and how it relates to the current framework within the Police Union contract. Mr. Pierce seconded, Vote 3-0.
- Police Chief Search Ads have not been placed yet but expect to be by the end of the week.

Other Business and Announcements

- Mr. Bergeron noted the following upcoming meetings for the Board's attendance:
 - February 10th 4:30PM Joint Meeting with Finance Committee and the Sunderland Elementary School Committee.
 - February 10th Last day to register to vote in the upcoming primary election. See the Town Clerk for more details.
 - February 15th Town Offices Closed for President's Day Observance
 - February 22nd Next Board of Selectmen's Meeting.
- Mr. Pierce Motion to adjourn, Mr. Fydenkevez 2nd, Vote 3-0 to adjourn at 7:23PM.

Respectfully submitted,

Sherry Patch