

## SUNDERLAND SELECTBOARD MINUTES

Place: Town Offices, 12 School Street

November 21, 2022

Attending: T. Fydenkevez, C. Drake-Tremblay, N. Waring, G. Kravitz

Others: L. Starr

Meeting: Hybrid: in person with portions recorded by FCAT

Meeting called to order at 6:31PM

### MINUTES

Ms. Drake-Tremblay motion to APPROVE MINUTES OF 11/7/2022, Mr. Waring second, Vote 3-0.

### BUSINESS

- DANGEROUS/NUISANCE DOG HEARING: Owner requested a delay and all parties have agreed to the extension. Hearing cancelled for this evening.
- Appointment of DANIEL CHMYSINZKI as SNOW & ICE SEASONAL LABORER at \$22.00/hour. Ms. Drake-Tremblay MOTION to APPOINT DANIEL CHMYSINZKI as SNOW & ICE SEASONAL LABORER, Mr. Waring second, vote 3-0.
- BOSTON POST CANE AWARD – Most recent awardee has passed. Per the Town Clerk, the new OLDEST RESIDENT in Town is Mrs. Mary Warner. Mr. Kravitz spoke with Mrs. Warner and she invited the Selectboard to her house to present the award when she would have family available. Mr. Fydenkevez showed the official Boston Post Cane to Board Members. The cane was distributed in 1909 by the Publisher of Boston Post gave 431 gold headed, ebony canes to Selectboards, Sunderland being one of them. Cane was meant to be given to the oldest male resident at the time. The cane was to be used by the residents but the ownership was on the towns. Sunderland has been fortunate to have maintained the cane's whereabouts. It is now permanently displayed in the meeting room. Typically, when awarding the designation, the cane will accompany the presentation, but returns to town to display. A representative cane pin and certificate is presented to the OLDEST CITIZEN OF THE TOWN OF SUNDERLAND. The first recipient was LUTHER OSGOOD CHITTENDEN and FIRST OLDEST FEMALE RECIPIENT ALTHEA P. HUBBARD. Ms. Drake-Tremblay Motion to PRESENT THE GOLDEN CANE TO MRS. MARY WARNER as the OLDEST RESIDENT, Mr. Waring second, Vote 3-0. Mr. Fydenkevez said it was one of the most rewarding experiences of the Board and hope all board members are available to attend this presentation.
- 2023 HOLIDAY SCHEDULE: Holidays Observance Schedule for town (non-contractual) employees was read by Mr. Kravitz. Ms. Drake-Tremblay motion to accept 2023 HOLIDAYS as presented, Mr. Waring second, Vote 3-0.
- FY23 SEWER USER FEES: Sunderland charges a single flat rate user fee for each sewer unit. Fee is determined by full Wastewater Budget divided by number of sewer units. Last year's Sewer Budget was \$400,859 for 1,266 sewer units which equaled \$316.63/unit. Rate increase from FY22 is \$12.79/unit. Review of a short-term rental commercial property was identified from last year due to the number of units on property which was being charged for one unit and was adjusted to three units after review. Due to this change, the number of units was adjusted from 1 unit to 3 units which is why number of units from last year increased by two additional units. Ms. Drake-Tremblay motion to SET SEWER USER RATE for FY23 AT \$316.63/unit, Mr. Waring second, vote 3-0.
- FY22 UNPAID SEWER FEES ADDED TO TAX BILLS: Previous year UNPAID SEWER FEES get added to the next FY Real Estate Taxes. This year there are 19 properties representing 27 sewer units totaling \$9,451.00 including interest to be added to the 19 property real estate bills coming out soon. Ms. Drake-Tremblay motion to add UNPAID FY22 SEWER FEES TO FY23 REAL ESTATE TAXES, Mr. Waring second, vote 3-0.

## OLD BUSINESS

- ARPA REQUESTS:

- VILLAGE CENTER COMMITTEE (VCC) Co-Chairs appeared at 11/7/22 Selectboard Board meeting requesting \$75,00 for engineering for the re-design of School Street and \$50,000 to hire a consultant for revisioning of Village Center, including approaches to intersection and the intersection. Could use funding assistance for services. Ms. Starr would like to facilitate public input. Mr. Fydenkevez asked how we define what is acceptable. Look at village center as defined in the Rapid Recovery which also includes the character and development of the Village Center. Town will need to review the various projects; currently do not have the tools for the community to make a considered decision of what works best for area and impact. VCC was tasked with RFP approach for what options can be considered. Ms. Drake-Tremblay motion to USE UP TO \$50,000 OF ARPA FUNDS WITH \$2,000 EARMARKED FOR RFP PREP ASSISTANCE, second Mr. Waring, vote 3-0.
- SCHOOL STREET ENGINEERING: in order to apply for state grants to do work, the requirements are we that have an engineered plan for at least 25%. Currently we have a final design but we do not have engineered plans. Estimate was from the designers. Another approach is put out the bid and see what the potential costs are and then put out the request for engineering quotes. Requests for cost increments at 10%, 25%, 75, 90% be sought for projected incremental costs so we can determine how and if the project continues. Need for shovel ready projects to get on the lists for state funds. Ms. Starr stated submissions would a proposal for engineering fulfill regulations on the design election board? If procured under provisions of Designer Selection Board which means selections are based on qualifications and not fees. Noting this designation to be sure the town gets what they want. Ms. Drake-Tremblay motion to APPROVE UP TO \$1,000 FOR PROCUREMENT SERVICES PROVIDED BY FRCOG FOR ENGINEERING DESIGN SERVICES, second Mr. Waring, vote 3-0.
- TOWN OFFICE BUILDING ELEVATOR: Mr. Kravitz said Otis Elevator sufficiently demonstrated need for the repairs outlined previously totaling \$8,500. There is a lead time for obtaining necessary parts however elevator is not scheduled to be reinspected until March 2023 which hopefully will be enough time to address the state mandated repair. Without the mandated repair, we would not be able to use the elevator upon re-inspection. Mr. Kravitz requested ARPA funds be approved for \$8,500 for required repairs. Ms. Drake-Tremblay motion to APPROVE \$8,500 FOR SERVICING AND REPAIR OF THE TOWN OFFICE BUILDING ELEVATOR TO BRING THE ELEVATOR UP TO INTERPRETATION OF THE CODE, Mr. Waring second, vote 3-0.

- SELECTBOARD UPDATES: The Board had no reports.

- TOWN ADMINISTRATOR UPDATES:

- Town was invited to help a Pioneer Valley-wide effort to understand air quality and asked to put an air quality sensor on the Town Office Building. We have 24/7 Wi-Fi and outdoor electricity. No cost to us, no maintenance, no liability. It will be located on the outside of the building and needs to be by a power source. Mr. Waring requested they work with Mr. Kravitz for placement approval. Ms. Drake-Tremblay wanted them to be mindful of the age of the building and is attached appropriately.
- MOWING CONTRACT is a one-year contract renewable up to three years with second year of contract expires Jan. 1<sup>st</sup>, 2023. Will need to notify Mr. Ahearn to continue if the board agrees. Year three is for \$15,198. Cost may be a little higher than the bid contract since the SES new early childhood playground installation. He will provide an adjusted price if applicable. Mr. Fydenkevez said no complaints regarding our current vendor and recommend we continue with contract. Ms. Drake-Tremblay motion to EXTEND THE MOWING CONTRACT FOR ONE-YEAR TO AHEARN'S LANDSCAPING, Mr. Waring second, vote 3-0.
- NOTIFICATION FROM FRHS RE: CAPITAL PROJECT TO COST TO RENOVATE TENNIS COURTS is \$300,000. They are seeking \$100,00 from the four towns. \$23,500 would be Sunderland's contribution and asking how the funds should be requested. Would Selectboard prefer to request CPA funds, warrant article, capital request, etc. Mr. Waring reported a lot of capital projects in the works and

sees where this could be CPA eligible. The courts are open to the public year-round is interested in painting for pickle ball as well since that sport has become popular in the area and would allow additional use of the courts. Mr. Kravitz's supports CPA funding since they are looking to support projects. Mr. Fydenkevez agrees to seek CPA funding for the project.

- INSURANCE ADVISORY COMMITTEE met and are putting out a survey to employees to educate regarding what plan benefits include and types, costs and understanding. Get an understanding of what employees know of benefits and types; what plan types are, co-pay, benefit costs, extension of benefits, out-of-pockets, etc. Surveys are due 12/15/2022.
- PUBLIC SAFETY COMPLEX visit re: BID WALK-THROUGH for EXHAUST REMOVAL SYSTEM. Responses are due early December. Will request ARPA funds for project. Fire Chief attended and spoke of how system would attach to vehicles, etc.
- APPLIED FOR RISK MANAGEMENT GRANT from MIIA: AWARDED: \$7,500 for LOAD CALCULATION AT THE PSC the bare minimum for HVAC system. NOT AWARDED: \$2,000 for drain in the Sally Port to address continuous clogging.

Mr. Fydenkevez asked for Tri-Town Beach invitation update. AT the time, town asked for more information and has not received a response. Mr. Kravitz noted basic information was received and Mr. Fydenkevez asked for someone to be invited to discuss with the board.

- Town Office Building will be Closed on Thurs. November 24, 2022, for Thanksgiving.
- Next Selectboard meeting is scheduled for Monday, November 28.2022.
- ADJOURNMENT: Ms. Drake-Tremblay motion to adjourn, Mr. Waring second, vote 3-0 at 7:32PM.

Respectfully submitted,



Geoff Kravitz,  
Town Administrator