

## SUNDERLAND SELECTBOARD MINUTES

Place: Sunderland Town Offices, 12 School Street

September 25, 2023

Attending: N. Waring, C. Drake-Tremblay, D. Murphy, G. Kravitz

Others: C. Warner, D. Modestow-FRSD/Union 38 Superintendent, P. Gagarin, Water Commissioners; F. Laurenitis, C. Jones; D. Dibrindisi, C. Bennett

Meeting Hybrid and In-person with portions recorded by FCAT

Meeting called to order at 6:00PM.

### MINUTES

Ms. Drake-Tremblay motion to accept MINUTES of 09/18 /2023, Mr. Murphy second, vote 3-0.

### BUSINESS

- ONE DAY LIQUOR LICENSE APPLICATION-CRAIG WARNER for event at Town Park on October 29<sup>th</sup>. 11am-5pm. No concerns expressed by other departments. Mr. Murphy motion to approve One-Day Liquor License Application for Octoer 29<sup>th</sup>, 11am-5pm to Craig Warner at Sunderland Town Park, Ms. Drake-Tremblay second, vote 3-0.
- SES OIL TANK BIDS: M . Modestow noted two bids were received, lowest bid exceeds previous allocation. Total granted from ARPA funds for this project was \$10,000 for study \$30,000 for design engineering, \$195,000 for procurement. Actual Bid is \$205,700. Recent testing does not show any leakage but there is a possibility of additional costs when work begins and tank removal. No change orders are expected unless contaminants are found. A temporary oil tank will be installed until permanent tank received. Mr. Murphy motion to award to low bidder at \$205,000, Ms. Drake-Tremblay second, vote 3-0.
- OIL TANK CHANGE ORDERS: Ms. Drake-Tremblay motion to authorize the Town Administrator to sign any change orders related to the SES Oil Tank Replacement if needed, Mr. Murphy second, vote 3-0.
- SES OIL TANK BID COST EXCEED allocated funds. Ms. Drake-Tremblay motion to pay \$10,700 over original allocation from ARPA funds, Mr. Murphy second, vote 3-0.
- WATER COMMISSIONER F. LAURENITIS AND MS. JONES appeared before the Board to share their award from the State's Water Operator's Conference recently. Water samples were submitted for testing and Sunderland was awarded the top prize, sharing their trophy. They are now invited to the National Contest in Washington, DC. Congratulations were expressed by the board, noting Sunderland Water was always known to be the best. Good Luck at next competition.
- ROOM RENTAL POLICY CONTINUANCE: Old Policy removed from website until update completed. Policy update recommendations to represent SELECTBOARD and remove Selectmen language. Recommend fee change from \$25 to \$50, Room Rental Deposit increase from \$75 to \$250, and require proof of insurance from renters. No equipment will be available for use by renters. Deposit required for cleaning and wear and tear, including if illness exposure from guests attending. Ms. Drake-Tremblay motion to implement Room Rental Policy to: update Selectmen language to SELECTBOARD, increase RENTAL FEE TO \$50, increase DEPOSIT FEE TO \$250, and require proof of insurance from renters. Mr. Murphy second, vote 3-0.

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### SELECTBOARD UPDATES

- Mr. Waring and Mr. Murphy had no reports.
- Ms. Drake-Tremblay attended SoCEMS meeting and establishment of working group to review new Director applications. As previously appointed, Mr. Fydenkevez will be representing the town on the working group.

### TOWN ADMINISTRATOR UPDATES

- PERMIT COORDINATOR APPOINTMENT RECOMMENDATION: Town Administrator recommends appointment of DeDe Dibrindisi for the part-time position to be effective as soon as possible. Ms.

Dibrindisi has experience with municipal work specifically with PermitLINK and a strong building department knowledge, and working in other towns with these needs. Ms. Drake-Tremblay motion to appoint DeDe Dibrindisi as Permit Coordinator, part-time, effective upon offer, Mr. Murphy second, vote 3-0.

- SUNDERLAND VOLUNTEER FIRE ASSOC with be holding FILL-A-BOOT October 8<sup>th</sup> in center of town.
- COMPLETE STREETS Application for SES Sidewalks completed and will be submitted.
- RIVERSIDE PARK RESTROOMS have received final inspection and have been approved to OPEN. Accessories have been ordered. Facilities will only be available during events. Town's janitorial contractor and be providing weekly services during the season at \$195/mo.

Next Selectboard meeting is scheduled for October 2, 2023.

ADJOURNMENT: Ms. Drake-Tremblay motion to adjourn, Mr. Murphy second, vote 3-0 at 7:04PM.

Respectfully submitted,



Geoff Kravitz,  
Town Administrator