

## SUNDERLAND SELECTBOARD MINUTES - REVISED

Place: Sunderland Town Offices, 12 School Street

August 7, 2023

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

Others: C. Bennett

Absent: N. Waring

Meeting Hybrid and In-person with portions recorded by FCAT

Meeting called to order at 6:30PM

### MINUTES

Mr. Murphy motion to accept MINUTES of 07/24 /2023, Ms. Drake-Tremblay second, vote 2-0.

### BUSINESS

- WIRING INSPECTOR FEES – tabled for more information.
- APPOINTMENT OF ELECTION WORKERS: Town Clerk requested the following to be appointed: Democrats: B. Barabara Howey, Kimberly Wissemann, Mary Gundersen, Christine Drake, Ronald Howey, Stana Wheeler, Michelle Burgess; Republicans: Debra Bennett, William Sillin, Pam Parsons, Donna McKemmie; Unrolled: Carol Kushi, Jennifer Unkles, Out-Of-Town: Olivia Leone, Katherine Umstot, Margaret Nartowicz; High School Student: McCavery Burgess. Ms. Drake-Tremblay's noted is related to Christine Drake who is on the appointment list. Christine Drake has been serving as an election worker for many years, prior to Ms. Drake-Tremblay's position and therefore there is no conflict. Mr. Murphy motion to appoint Election Workers as listed by Town Clerk from 09/01/2023-08/31/2024, Ms. Drake-Tremblay second, vote 2-0.
- AWARD GAS & DIESEL FUEL BIDS: Fuel Bids were sought for Gas and Diesel for the Fire, Highway and Police departments for FY24. Highway Superintendent recommends accepting the VARIABLE Bids offered by DENNIS K. BURKE OIL: **Diesel**: .2950 Markup over Springfield MA Rack Average for day of delivery and .4950 for Clear Kerosene Markup Average. **GASOLINE**: .3450 Markup Over Springfield MA Rack Average. Mr. Murphy motion to award Gasoline and Diesel Fuel bids to Dennis K. Burke Oil, Ms. Drake-Tremblay second, vote 2-0.
- CULTURAL COUNCIL APPOINTMENT to fill vacancy which is supported by the Cultural Council Chair. Mr. Murphy motion to APPOINT SUE CASSIDY to CULTURAL COUNCIL, Ms. Drake-Tremblay second, vote 2-0.
- END OF YEAR TRANSFER REQUESTS: End of Year Transfer Requests do not appropriate funds. It is to allow for funds to shift from other accounts to meet deficits vs. overages to balance accounts for year end. Finance Committee met last week to review and approve appropriations submitted. Mr. Murphy motion to accept appropriation transfers as submitted, Ms. Drake-Tremblay second, vote 2-0.
- HVAC at PSC: Mr. Kravitz noted ATM appropriated \$40,000 to design a new system. Town received a grant as well and has been working with a designer. We were informed it would take at least a year to design and build new HVAC System due to availability of materials. A quote to repair the internal components was received which would include new software, replace programmable thermostat controllers, etc. All components can be replaced individually, has 12-month warranty and repairs can be expected to be completed in September. Jamrog has been repairing the system and are the lowest bidder for the upgrades. Mr. Murphy motion to allow \$30,000 for PSC HVAC repair and table HVAC re-design option to a more appropriate timeframe, Ms. Drake-Tremblay second, vote 2-0.

### SELECTBOARD UPDATES

Board members had no reports.

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### TOWN ADMINISTRATOR UPDATES

- RIVERSIDE PARK RESTROOMS STATE VARIANCE was granted for the gender-neutral bathrooms. Hope to have them opened as soon as approval correspondence is received.
- WOMAN'S CLUB will be holding a TAG SALE behind TOB 09/09/2023. The event was previously scheduled with the Library's Book/Plant sale but was postponed due to weather.
- The BOAT RAMP has been reopened by the state. The LIBRARY'S KAYAK RENTAL PROGRAM IS STILL SUSPENDED for water condition/safety improvement due to the recent storms.
- FINANCE COMMITTEE recommended the town consider a BUDGETING SOFTWARE SYSTEM such as "OpenGov." Budgeting software would allow for more information to departments and community and reduce transcription errors, along with other benefits. OpenGov's cost is \$6,000 for operating budget and \$6,000 for capital. Mr. Kravitz believes this may not be the right year to introduce since the town has new accountants and finance software.. OpenGov is not the only vendor, but it is the most known. Mr. Kravitz is also setting a meeting with the new Accountants and Auditors to meet prior to upcoming audit.

Next Selectboard meeting is scheduled for August 21, 2023.

ADJOURNMENT: Mr. Murphy motion to adjourn, Ms. Drake-Tremblay second, vote 2-0 at 6:52PM.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'G Kravitz', is written over the printed name.

Geoff Kravitz,  
Town Administrator