

David Hall, Chair person
Wendy M. Mead, Vice Chair
Jesse Limanek, Clerk
Jonathan Anderson
Jeffrey Bannon



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James A. Smith, Town Manager

Town of Sutton
Select Board

Meeting Minutes

Minutes Accepted and filed with the Town Clerk on 01/21/2020 by a vote of 5-0

7:00 p.m. – January 7, 2020
Sutton Town Hall, Meeting Room 1A

Members in Attendance:

Chairperson David Hall, Vice Chair Wendy Mead, Clerk Jesse Limanek & Select board Jonathan Anderson & Jeffrey Bannon
Town Manager James Smith & Deb Jacques, secretary

Pledge of Allegiance

Public Forum

Robert Nunnemacher, Chairman to the Board of Assessors updates the Select board that the tax rate has been set, the bills are out. Knick thanks Randy Mercier for his help in completing this. Knick thanks all involved in completing this process but special thanks to Joyce Sardagnola, principal assessor for carrying 99% of the burden throughout the process.

Selectperson Limanek motions to approve as presented 12/17/19 meeting minutes, Selectperson Bannon 2nds passes 4-0-1
(Mead abstains)

Donation to the Sutton Fire Dept.- present is Fire Chief Matt Belsito, District Fire Chief Robin Dresser, and the donor Jonathan Bruce. Robin Dresser states this donation will help with two much needed upgrades, a thermal imaging camera for Rescue as well as upgrades to the calibration system for gas detection equipment. Chief Belsito thanks Mr. Bruce for his generous contribution of \$8300.00 and states just today Homeland Security agreed to provide a new calibration system to the Town of Sutton. Jonathan Bruce said he and his family wanted to give a meaningful contribution, this is what was decided. Select person Limanek says thank you very much for this donation which will be used to purchase life saving devices. Vice Chair Mead says on behalf of the people in town thank you. This is a very generous gift. Select person Anderson agrees this is such a generous gift you are giving to the town, Jonathan states he has known Mr. Bruce for years through different Planning Board projects and says he knows this is part of his character. Select person Bannon says in speaking prior to the meeting Mr. Bruce seems to have been civic minded his whole life. Chairperson Hall says the Fire Dept. is ecstatic for this donation, you hit a home run. Vice Chair Mead motions to accept a donation of \$8,300.00 from Jonathan Bruce to the Sutton fire Dept. Select person Anderson seconds passes 5-0

Mail Box Policy- present is Highway superintendent Matt Stencil. Town Manager Smith begins by saying most mail boxes are in the town's right of way and most that are affected by the winter are from thrown snow. Very rarely is it due to being hit by a plow. Up until now the Highway dept. has replaced mail boxes that have been reported to be down. There is a policy tonight in front of the board that would limit replacement to only mail boxes hit by a plow. If a mail box is down due to thrown snow it will not be replaced. With this new policy, the resident will submit a claim within 72 hours after a storm, highway will inspect to see if they believe it was hit by a plow. If it is related to a plow, the resident will be reimbursed up to \$50.00. One claim per address per year. The highway will not do the actual replacement of the mail box; that will be up to the resident. Matt Stencil has surveyed surrounding towns, some do nothing, and others have a small amount they reimburse. Select person Limanek asks on an average how many mail boxes a year are affected, Matt states 20-40, this year there have been 7, none of which were hit by a plow. This will be on the Highway dept. website if the board approves this tonight along with the claim form. Vice Chair Mead feels this is the right choice, the highway dept. is pretty burdened in the winter. Select person Anderson is on the fence, he thinks it is important to have a policy but if the boxes are in the towns right away it is the responsibility of the resident to replace. This policy would make it consistent. Select person Bannon questions who will determine if it was a plow or thrown snow, Town Manger Smith replies the Highway Dept., in regards to the 72

hours what if the resident is away Town Manager Smith says it is important to have a time period in the policy, Chairperson Hall feels it is appropriate to have a policy in place. Select person Anderson motions to approve the Town of Sutton Mailbox Policy effective January 7, 2020 Select person Bannon seconds passes 5-0

Budget Forecast presentation- Town account Tim Harrison is present. Town Manager Smith states this is essentially a snapshot in time, this is a 5 year financial forecast. S&P noted this the last time they were in town (2017). This allows us to look past our current budget and plan for the future. In this forecast we estimate payroll and health care increases, new growth and attendance to BVT. These figures could change but we do budget conservatively. With this 5 year forecast the next 2-3 years look good, 2024 & 2025 show us in a deficit. Tim Harrison feels it is important to see this timeline, if for instance the Police feel they need an additional officer, they may have to lay that position off should we see financial issues in the horizon. It is important to make the Dept. Heads aware of the possibilities. Select person Limanek says he appreciates this type of forecast so there are no surprises. This allows us to change the way we do business if necessary as well as be transparent and up front with residents. Vice Chair Mead questions the projection of the deficit in 2024 & 2025. Tim states we are running out of new growth, there are a few unknowns which is what creates the revenue issue. Town Manager Smith says previous boards have been anti over ride, Jim feels this current board is the same. Select person Anderson agrees this shows transparency, health care cost are hard to manage. Town Manager Smith states we may have to do some plan design changes or force high deductible plans on our employees or as a last resort look into the GIC. Select person Bannon remembers the term "financial cliff" from a few years back. Jeff says some TIFS will be up which would mean more revenue. Jeff is happy with the forecast. Chairperson Hall says our bond rating is as good as it ever has been. We operate very conservatively and that is reflected in our rating. Having a 5 year forecast is good for our fiscal health. It is an education for the board as well as the public. Dave agrees there is not an appetite for an override. Two years ago the 5 year forecast showed a deficit in 2023 but this year it is showing in 2024. Hopefully we can keep pushing it off.

Town Manager update:

- Beehive property- we have been working with the Atty. Generals office to address the blighted beehive property. The well which is shared with the center store is currently being rerouted. The owners have applied for a demolition permit through the Building Dept.
- Sale of surplus material- approx. 35 items will be on Municibid for bidding within the next day or two for a two week period, they were advertised in the Millbury Sutton chronicle.
- Manchaug Water District financial support- Tim Harrison assisted Manchaug Water District prepare their yearend documents and tax recapitulation. Manchaug Water has requested a proposal from the Town to assist in their accounting. The plan is to create a stipend of \$5,000. That would go to Tim for his work on this Water District.
- Residential Housing Production plan was approved by DHCD on 12/16/19. This plan has a 5 year term and is important to be able to claim protection from 40B projects that are not consistent with Suttons needs. (Safe Harbor status)
- Denise Krula retired last week after 35 years with the town of Sutton. Denise began as a dispatcher and then became the Police Chiefs secretary.

Announcements/Roundtable:

- Selectman Limanek requests cleaning supplies for the Sutton Food Pantry and offers his thanks to the Sutton Independence artillery for allowing him to pull the pin and fire the shots out of Big Ben on New Year's Eve.

At this time, Chairperson Hall states we will enter into Executive Session citing reason#3 with the sole purpose of entering back in to regular meeting for adjournment only. Roll Call vote taken to enter into Executive Session. 8:55pm

9:20 pm Select person Limanek motions to adjourn the meeting, Select person Bannon seconds passes 5-0