

**CITY OF SHREWSBURY
BOARD OF ALDERMEN
WORK SESSION
May 17th, 2010**

A Board of Aldermen Work Session was held at 6:00 p.m. this 17th day of May, 2010.

There were present:

Mayor.....	Felicity Buckley
Alderman	Elmer Kauffmann
Alderman	Ed Kopff
Alderman	Mike Travaglini
Alderwoman.....	Chris Gorman
Alderman	Sam Scherer

There were also present:

Assist. City Admin/City Clerk.....	Jonathan D. Greever
City Attorney.....	Michael Daming
Director of Finance.....	Rick Jett
Director of Parks	Marc Bernstein
Street Superintendent.....	Tony Wagner
Police Chief.....	Jeff Keller
Fire Chief.....	Bill Fox

Nomination to Fill a Vacant Aldermanic Seat

Mayor Buckley brought the meeting to order at 6:00 pm and stated that the first item on the agenda was the nomination to fill a vacant aldermanic seat. She stated that her nomination was Mr. Greg Lauter and stated that he had lived in Shrewsbury his entire life, that his grandfather was a Shrewsbury Alderman, and stated that he had his master's degree and had been teaching for 13 years.

Alderman Kopff said that since he didn't personally know the nominee, he asked whether the Board had the option to consider the nominee.

Mayor Buckley stated that a delay in the process be fine, and added that the eligibility requirements included living in the City for the minimum of a year. Assistant Greever added that an additional requirement was that the nominee had to be over the age of 21.

Mayor Buckley reminded the Board that if it wished to table items in the future for further review, it had the prerogative to do so. She reiterated that Mr. Lauter was her official nomination, and stated that she would contact him with this information, and that the City would begin to process the paperwork necessary to make him a City employee. This would allow the new alderman to be sworn in at the next meeting.

City Attorney Daming stated that the Board could make a motion to approve of the nomination at the next meeting and then perform the oath of office immediately afterward. The Board agreed to make the official motion to approve the nomination at the next meeting, immediately prior to the oath of office.

Nomination to Fill a Vacant Plan Commission Seat

Mayor Buckley stated that the next topic was the nomination to fill a vacant Plan Commission seat. She stated that her nomination was Ms. Karen Diehl from Ward 3. She stated that Ms. Diehl had lived in Shrewsbury for over 20 years, that she had her master's degree in nursing, and that she had expressed her desire to serve the community by serving on a board.

Assistant Greever added that this nomination would require Board approval. Mayor Buckley asked if there was any discussion. There being no discussion, Alderwoman Gorman made the motion to approve the nomination of Ms. Diehl to the Plan Commission. Alderman Travaglini seconded the motion, and it was unanimously approved.

Review of the Authorizing Ordinance of the City Administrator Position

Mayor Buckley stated that the next item on the agenda dealt with the authorizing ordinance for the City Administrator position. She stated that the ordinance stated that upon the vacancy in the office of the City Administrator position, either the Assistant City Administrator or the City Clerk would immediately become the acting City Administrator. She stated that she did not want to eliminate the position, but that she only wished to modify this portion of the ordinance to give the City time to figure out the best course of action. She stated that this flexibility was particularly important given the upcoming review of the redevelopment proposals. Mayor Buckley also stated that she wanted to put together a citizen advisory committee to assist in the review of the redevelopment proposals.

She opened the floor up for discussion on the proposed City Administrator ordinance modification. City Attorney Daming added that according to the operation of this ordinance, Assistant Greever had been the acting City Administrator since the position was vacated.

Alderman Travaglini asked Attorney Daming what the negative impact would be for continuing to follow the ordinance as written. Attorney Daming stated that there was no requirement to rush to a decision in this matter, and that if the Board wished for Assistant Greever to continue as the acting City Administrator, that this course of action would be fine. Mayor Buckley added that if someone acted in a position with a grade level above their current position for a certain period of time that they would have to be compensated accordingly. Mayor Buckley stated that she had had several discussions with Assistant Greever, who had stated that he did not wish to fill the City Administrator position.

Alderman Travaglini made the motion that the Board table this topic until Attorney Daming could provide the Board with more information so that it could make a more informed decision on how to handle the ordinance concerning the City Administrator. Alderman Kauffmann seconded the motion and it was unanimously approved.

Shrewsbury Aquatic Center Doors

Parks Director Bernstein stated that there had been discussion in the past about making changes to the pool with bond money. He stated that these proposed modifications had included new doors. He stated that he had some preliminary quotes for aquatic center glass doors for both the front and rear entrances to the building. He stated that these doors would give the aquatic center a feeling of greater openness. He stated that there was a timeline on the bond issue that would finance the project and that a decision would need to be made soon. He stated that he had three quotes, but needed to verify the particulars of the quotes.

Alderman Travaglini asked if the Board needed to review the matter for a longer period of time, and Mayor Buckley stated that this matter was time sensitive due to the bond money expenditure requirement.

Alderman Kopff made a motion to accept the bid from Door Service, Inc. if the inclusion of the electrical work kept the DSI price under the Martin Door bid quote and if not, to select the Martin Door bid. Alderman Scherer seconded the motion and it was unanimously passed.

Parks Department Software Upgrade

Director Bernstein stated that this project was also funded by the time sensitive bond issue money. He stated that he had sent out an RFP for the new software to three different companies but that two companies declined to bid. He added that the bids were due the following day and that there was only one bidder. He stated that he wanted direction from the Board whether it wanted to accept this bid when it came in or whether it wanted to reissue the RFP with broader parameters.

Alderman Scherer asked how much money this proposed upgrade would cost, and Director Bernstein stated that it would be around \$15,000, which was the budgeted amount.

Alderman Kopff asked if there was an ongoing maintenance and licensing fee schedule, and Director Bernstein said that he would know that upon review of the bid. He stated that he had requested that the bid include these costs, along with training costs. Alderman Kopff asked if the existing hardware would work with the upgraded software, and Director Bernstein stated that it would. Alderman Kopff asked what the existing software package was and Director Bernstein stated that it was Rec Ware, and proceeded to provide a short description of how it worked. Director Bernstein added that the Parks Department had operated with the current system without maintenance for several years in order to defer the cost of the upgrade.

Mayor Buckley stated that she would be concerned about reissuing a modified RFP to assist the other companies' bids.

Alderman Scherer asked if other cities in the area used this software, and asked if it had a good track record. Director Bernstein stated that it was operational in around 90% of the cities in the area.

There was some discussion over when the Board could meet again to consider the approval of the bid.

Alderman Travaglini asked if the Board could approve the bid with the contingencies that it had to be the only bid and that the bid price had to be lower than the approved amount. City Attorney Daming stated that as long as these contingencies were met, that this type of motion would be appropriate.

Alderman Travaglini made a motion that the Board accept the bid from Vermont Systems provided that the bid price did not exceed the budgeted amount and provided that no other bids were received. Alderman Scherer seconded the motion and it was unanimously passed.

Old/New Business

Work Session Scheduling Procedures

Alderman Kauffmann stated that he was concerned about the number of Work Sessions that the Board was having. He added that he would prefer a more structured method of scheduling Work Sessions. He stated that the ad hoc method of scheduling Work Sessions was causing havoc on the schedules of the Board members. He stated that in the past, the fourth Tuesday of the month was typically reserved for a Work Session.

Alderman Travaglini stated that he liked this idea, but that due to the hectic schedule of the summer months, implementation of this policy should occur in the Fall. Alderman Scherer added that in July, the Board would likely need to meet more often to review the redevelopment proposals.

The Mayor and Board thought that this was a good idea, and generally agreed to implement this change after the summer months.

Department Updates

Street Superintendent Wagner gave an update on the 2010 Street Improvement Project, stating that the project was progressing smoothly and that he was pleased.

Alderman Kauffmann asked Police Chief Keller to update the Board on the public meeting the Police Department had recently held to address the aftermath of a shooting that had occurred in Shrewsbury.

Chief Keller stated that the meeting was well attended, with about 60 individuals in attendance. He added that several of the news stations were present and overviewed some of the content of the meeting. He stated that while specific aspects of the case could not be discussed, the Police Department was able to provide safety training. Alderman Kauffmann asked if the name of the individual involved in the shooting had been released, and Chief Keller stated that it had not and could not be at the time.

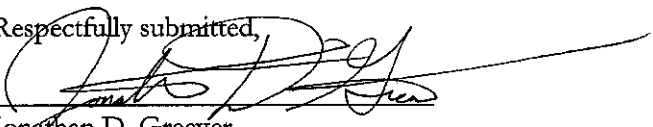
Mayor Buckley asked Chief Keller about sending a notification of the PD vacation form out to the residents via email. Chief Keller stated that he would do so.

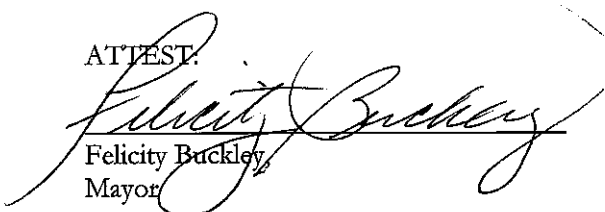
Mayor Buckley asked if the Board was in agreement that a Citizen Advisory Committee was a good idea. The Board generally agree stated that it was in agreement.

Adjournment

Alderman Travaglini made a motion to adjourn the Work Session. Alderman Kauffmann seconded the motion. The Work Session adjourned at 6:52 p.m.

Respectfully submitted,


Jonathan D. Greever,
Assistant City Administrator/City Clerk

ATTEST:

Felicity Buckley
Mayor