

**BOARD OF SELECTMEN  
OCTOBER 29, 2008  
MINUTES**

**MEETING:** Chairman Murray called the meeting to order at 7:04 PM. Roll call showed Selectman Sheppard and Murray present, Selectman Sushchyk absent.

**AGENDA:** Selectman Sheppard made the motion to approve the agenda as amended, 2<sup>nd</sup> by Chairman Murray. All in favor.

**MINUTES:** Selectman Sheppard made the motion to approve the minutes of October 1, 2008 as submitted. 2<sup>nd</sup> by Chairman Murray. Selectman Sheppard made the motion to approve the minutes of October 15, 2008 as submitted. 2<sup>nd</sup> by Chairman Murray. All in favor.

**PUBLIC SESSION:**

**GEORGE PAPE:** Mr. Pape produced a box of paper for recycling that was set out by the Treasurer/Collector for removal. Mr. Pape felt that the material exposed sensitive information, such as bank account numbers and names, that should have been shredded. Selectman Sheppard noted that the material was 10 years outdated but the Board agreed to investigate the cost of hiring a shredding company for such material in the future.

**MICHAEL FORANCE:** Mr. Forance questioned the timing of the boiler replacement. Ms Ackerman informed Mr. Forance that weather permitting the new boiler was scheduled to begin on Wednesday, November 5<sup>th</sup> or 6<sup>th</sup>. She also informed Mr. Forance that Mr. Manuel Pacheco was taking charge of the project.

**7:15 PM  
NEW AMBULANCE  
BILLING RATES:** The Board of Selectmen reviewed a comparison of ambulance billing rates of other communities against those of Sterling submitted by Fire Chief Hurlbut. Chief Hurlbut asked for the Board's approval for the recommended listed increases in order to bring the rates in line. The Board agreed to review the increases and meet with the Chief at their next meeting to discuss the matter further.

**7:18 PM  
ROLAND NELSON  
VETERAN'S AGENT:** Mr. Nelson updated the Board of Selectmen on the new state legislation regarding the Veteran's Service Officers of Massachusetts, mandating training for the local officers. Taking the training into

consideration Mr. Nelson asked that the Board consider supporting a two year appointment verses a one year appointment to the Veteran's Agent position.

Mr. Nelson informed the Board of the unlawful removal of metal flag holders on the grave sites of deceased veterans. He has spoken with the Chief of Police regarding this issue.

Mr. Nelson also requested that the Selectmen designate a person to lower the flag on proper days. Mr. Nelson volunteered once he was feeling better, until then the Board asked him to check with the American Legion for volunteers.

The Board of Selectmen thanked Mr. Nelson for his dedication.

**NEW BUSINESS:**

**FLU SHOT CLINIC:** The Board of Selectmen announced the Flu Shot Clinic being held on November 4, 2008 from 12 noon to 2:00 PM in the Selectmen's room.

**2009 ANNUAL MEETING  
AND TRADE SHOW:**

Ms. Ackerman informed the Board she would be attending the 2009 Annual Meeting being held in Boston on January 23 & 24, 2009 and asked if the members of the Board planned on attending. Selectman Sheppard stated he planned to attend.

**FUTURE DATES FOR  
SELECTMEN'S  
MEETINGS:**

The Board of Selectmen voted to meet on the following dates for the months of November and December;  
November 12, 2008  
November 25, 2008  
December 3, 2008  
December 17, 2008 and January 7, 2009.

**OPERATIONAL HOURS  
FOR THE MUNICIPAL  
BUTTERICK BUILDING:**

The Board of Selectmen voted to close the Butterick Building the day after Thanksgiving as they have done in the past. Employees are to use personal or vacation time for that Friday. The operational hours for the Butterick Building on Wednesday, December 24<sup>th</sup> and December 31<sup>st</sup> will be 7:30 to 11:30 and closed on Friday, December 26 and January 2, 2008. Again the Board of Selectmen asked that the hours not worked be accounted for by using personal or vacation time.

**7:35 PM  
CONTINUATION OF  
HEARING FOR  
ROAD ACCEPTANCE:**

The Board of Selectmen opened the hearing for the continuation of the road acceptance for Trebor Lane and the hearing for Fitch Farm Road.

The Board reviewed the layout for Fitch Farm Road with Gary Griffin, builder and Ken Williams from the Planning Board. The Board of Selectmen asked if there was anyone present in opposition of the road layout, there was no one. Based on the recommendation by Mr. Williams and information supplied by Mr. Griffin, Selectman Sheppard made the motion to approve the road layout for Fitch Farm Road contingent on Mr. Griffin recording the mylar layout and presenting the receipt from the Registry of Deeds prior to town meeting. 2<sup>nd</sup> by Chairman Murray. All in favor.

The Board then continued with the hearing for Trebor Lane. The hearing was continued due to a missing surveyors stamp. Mr. Terry McQuire was present to answer any questions from the Board. The Board reviewed the layout and asked if anyone was present in opposition of the road layout. There was no one. Selectman Sheppard made the motion to approve Trebor Road for town acceptance with the contingency that Mr. McQuire record the layout before town meeting. 2<sup>nd</sup> by Chairman Murray. All in favor.

Selectman Sheppard closed the hearing at 7:48 PM. 2<sup>nd</sup> by Chairman Murray. All in favor.

**WRSD MAINTENANCE AGREEMENT:**

The Board of Selectmen reviewed the Maintenance Agreement between the Town of Sterling and the Wachusett Regional School District incorporating the new rates for 2010 and 2011. Selectman Sheppard made the motion to approve and sign the agreement as submitted. 2<sup>nd</sup> by Chairman Murray. All in favor.

**CONANT CRAFT FAIR:**

The Board reviewed the request from the Ms. Flannery, Chairperson of Conant Craft Fair to hang the banner over Main Street and to place signs on town property. The Selectman Sheppard approved the hanging of the banner and requested that the Ms. Flannery defer to the Building Department for the placement of signs and to the Police and Fire Department regarding safety issues. 2<sup>nd</sup> by Chairman Murray. All in favor.

**FREE CASH REPORT DONNA COUTURE:**

Town Accountant, Donna Couture, met with the Board to report on free cash. Ms. Couture reported that based upon the un-audited balance sheet submitted by the Town she certified the amounts of available funds or "free cash" as of July 1, 2008 as follows:

\$753,133 to general fund

\$181,634 to the Water Enterprise Fund.

**APPOINTMENT OF ASSISTANT TOWN ACCOUNTANT:**

Donna Couture requested that the Board appoint Florence Coughlin as the Assistant Town Accountant. She explained that currently there is no one knowledgeable enough or authorized to cover her office should she be unable to perform her duties. Ms. Ackerman backed up

Ms. Couture and stated that Mrs. Coughlin has been trained. Both agreed that she has picked up the concept quickly and would be a great asset to the department. They stated that this would be on a casual basis, probably 1 day a month and not to exceed \$1000 for the year. Selectman Sheppard made the motion to approve the appointment, 2<sup>nd</sup> by Chairman Murray. Some discussion continued as to whether this needed to be a position created at town meeting and the Board asked Ms. Ackerman to investigate that possibility.

**8:05 PM  
MILLENNIUM  
INSURANCE:**

The Board of Selectmen continued their meeting with Art Bomengen from Millennium Insurance regarding his software for personnel benefits. Selectman Sheppard stated that Donna Erickson, Town Treasurer, was not totally sold on the program at this time and as the new Treasurer she would like to take some time looking into all options before making a decision. Chairman Murray stated that he was not comfortable making a decision without input from Selectman Sushchuk and with questionable funding at this time. The Selectmen agreed to hold off making a decision with the option of taking a look at the application again in the future.

**MUDGETT ORCHARD:** The Board of Selectmen reviewed a plan to return the Mudgett Orchard to agricultural production once again from Cathy Harragian representing Bird of the Hand Farms. The plan was to restore the apple trees and establish a working orchard. After some discussion the Board agreed to pass this on to Conservation and the Agricultural Commission for their recommendation.

**ONE DAY LIQUOR  
LICENSES:**

Selectman Sheppard made the motion to approve the one day liquor license for November 1, 2008 from 4:00 PM to 12 midnight at the Eight Point Sportsmen's Club. 2<sup>nd</sup> by Chairman Murray. Selectman Sheppard made the motion to approve the one day liquor license for November 8, 2008 from 4:00 PM to 12 midnight at the Eight Point Sportsmen's Club. 2<sup>nd</sup> by Chairman Murray. All in favor.

**APPOINTMENT  
ELECTION  
WORKER:**

Selectman Sheppard made the motion to appoint Eris Nash, as requested by the Town Clerk, as an election worker until August 2009. 2<sup>nd</sup> by Chairman Murray. All in favor.

**OPENING OF  
WARRANT:**

Selectman Sheppard made the motion to open the warrant for the Special Town Meeting to add article #21, Accept Gift of Real Estate, 31,958.3 square feet off of Route 12 from Amerello. 2<sup>nd</sup> by Chairman Murray. All in favor.

**CLOSING OF  
WARRANT:**

Selectman Sheppard made the motion to close the warrant. 2<sup>nd</sup> by Chairman Murray. All in favor.

**APPROVAL OF  
WARRANT:**

Selectman Sheppard made the motion to approve and post the warrant for the Special Town Meeting for November 17, 2008. 2<sup>nd</sup> by Chairman Murray. All in favor.

**OLD BUSINESS  
TOWN ADMINISTRATOR'S**

**FOLLOW-UP:**

Ms. Ackerman announced that James French will be the recipient of the NRWA 2008 Land and Water Conservation Award on November 7, 2008.

Ms. Ackerman updated the Board on the boiler project, informing them that a contract has been written, work is to possibly start November 5<sup>th</sup> and that Manuel Pacheco will be overseeing the project.

Ms. Ackerman informed the Board Jack Collins has spoken with Loret Schur, Personnel Board, with regards to the DPW grievance. She also informed them that a hearing regarding summary judgment is scheduled for December 1, 2008 on Gates Terrace.

Ms. Ackerman reported that the draft agreement for the Animal Control Officer is at a stand still. All parties are having a problem coming to an agreement and it looks as if there will be no agreement for January 1, 2009.

Ms. Ackerman announced the meeting for the GIS training for October 30, 2008 and the Ethics Seminar for December 2, 2008 from 6:00 PM to 8:00 PM.

Questions regarding the COCS have been addressed.

**REGIONAL SELECTMEN'S**

**MEETING:**

Selectman Sheppard spoke to the October 23, 2008 Regional Selectmen's meeting held in Rutland. He informed everyone that it was the first time the Superintendent of schools was present at a Regional Selectmen's meeting requesting input from the towns prior to finalizing his budget. He also noted that the Finance Committees of each town were meeting with the school representatives to discuss budgets.

Another topic for discussion was the regionalization of the DPW to share in equipment, reducing costs to the towns etc. All in all it was a good meeting with a lot of discussion.

**ACTION GOALS:**

Ms. Ackerman reported that a discussion on Senior Center verses Community Center was held at the Department Head's meeting on October 28, 2008. Members of the Council on Aging were present and involved in the discussion. Other topics of discussion involved affordable housing and alternative energy. Ms. Ackerman noted that the Sterling Municipal Light Department has their own energy

**initiatives they are working on and wish to lead in any efforts involving our municipal system. Chairman Murray stated that all boards should welcome the support of the Board of Selectmen in all projects and initiatives.**

**AMERICAN  
LEGION:**

**Mr. Pape updated the Board on the American Legion building project informing the Board the project should be going out to bid shortly.**

**COUNCIL ON  
AGING REPORT:**

**Chairman Murray read a memo from Karen Phillips, Director of Council on Aging, reporting an incident that involved a senior choking on food. She reported that Pam Dell, a worker in the senior center, responded quickly and efficiently, performing the Heimlich maneuver on the senior. Chairman Murray asked that Ms. Ackerman invite Ms. Dell to the next meeting so that the Board could officially acknowledge Ms. Dell for her professionalism and quick thinking in an emergency.**

**NEXT MEETING:**

**The next scheduled meeting is November 12, 2008.**

**ADJOURNMENT:**

**Selectman Sheppard made the motion to adjourn the meeting at 9:10 PM. 2<sup>nd</sup> by Chairman Murray. All in favor.**

**RESPECTFULLY SUBMITTED**

**RICHARD A. SHEPPARD**