

**BOARD OF SELECTMEN
SEPTEMBER 17, 2008
MINUTES**

MEETING: Selectman Sheppard, acting as Chair due to Selectman Murray's absence, called the meeting to order at 7:00 PM. Roll call showed Selectman Sushchik and Selectman Sheppard present, Chairman Murray absent.

AGENDA: Selectman Sheppard made the motion to approve the agenda with additional items added: Regional Selectmen's Meeting
Bike Rack
One day liquor license approval
Selectman Sushchik seconded the motion. All in favor.

MINUTES: Selectman Sushchik made the motion to approve the minutes of September 3, 2008, 2nd by Selectman Sheppard. All in favor.

Selectman Sushchik made the motion to approve the minutes of September 10, 2008, Comcast Breach of License Hearing, 2nd by Selectman Sheppard. All in favor.

Selectman Sushchik made the motion to approve the Executive Session minutes of September 10, 2008, not to be released until issue is resolved. 2nd by Selectman Sheppard. All in favor.

PUBLIC SESSION

**NORMAN PLOURDE
WRSD**

REPRESENTATIVE: Mr. Plourde introduced himself as Sterling's school representative and explained that the school committee has started an outreach sub-committee and that he was appointed to said committee. Mr. Plourde informed the Board that he will be attending the Board of Selectmen's meeting periodically updating the Board on school issues. Mr. Plourde will also have office hours in the Butterick Building during Board of Selectmen's meeting for those who have questions. October 15, 2008 will be the date of the first office hours. He continued to explain that he plans on returning to the Board on November 5, 2008 with a brief report on the energy programs the school has implemented, in January he will be presenting a report on test scores and in March he will have an overview of the school budget. Mr. Plourde informed the Board that they will be seeing more of him, keeping them informed on issues the school committee is working on along with budget updates.

CLAIRE STIDSEN: Ms. Stidsen presented the Board of Selectmen with a petition for the Special Town meeting being held in November. Selectman Sheppard read the article petitioning the General Court for a special act to increase the membership of the Board of Selectmen from three to five members. Selectman Sheppard informed her that the article would be sent to town counsel for his input and to determine if the article would be placed on the special or the annual town meeting warrant. Ms. Stidsen informed him that he can not refuse a citizen's petition for an article for special town meeting. He reiterated that he would be asking counsel for a determination.

GEORGE PAPE: Mr. Pape updated the Board on the sign for the American Legion, stating that the bid specs are prepared and that a pre-bid session is scheduled for September 26, 2008 at the American Legion Hall.

Mr. Pape then questioned the Town Administrator regarding his request for the tapes from the annual town meeting last May. Ms. Ackerman informed him she had the tapes and preferred they not leave the building. Mr. McAuliffe offered to copy the tapes to CD's. It was decided that Mr. McAuliffe would sign out the tapes so he could make copies of the last annual town meeting.

CAPITAL FUND COMMITTEE

APPOINTMENTS: Frank Heinemann, Larry Pape and Peter Monaghan met with the Board of Selectman to vote on appointments to the Capital Fund Committee. Selectman Sushchik explained that there were two openings for the Capital Fund Committee. Mr. Paul Cathcart and Mr. Michael Murphy both expressed an interest in being appointed and were present to answer any questions the Board members had. Selectman Sheppard asked Mr. Cathcart if he was prepared to resign from the Building Needs and Utilization Committee of which he was a member if appointed to the Capital Committee. Town by-law states that a member of the Capital Fund Committee can not serve on any other board or committee. Mr. Cathcart said that he understood the rules and was prepared to step down if voted to the Capital Fund Committee. Peter Monaghan, Town Moderator, asked Mr. Cathcart what he would be bringing to the Capital Committee. Mr. Cathcart proceeded to give his background stating that he has worked in the corporate world for 22 years and lived in Sterling for the past 3 ½ years. Larry Pape informed the Board that Mr. Cathcart had a great background and would be a positive addition to the committee. Selectman Sushchik stated that he felt Mr. Cathcart would be a welcomed member to the committee and made a motion to appoint him as a member of the Capital Fund Committee for a 1 year term, 2nd by Peter Monaghan. Vote as follows: Fincom - Aye Larry Pape speaking for the Finance Committee Moderator – Aye – Peter Monaghan Board of Selectmen – Aye All in favor.

The Board of Selectmen then interviewed Mr. Michael Murphy as the second candidate for the appointment to the Capital Fund Committee. Mr. Murphy informed the Board that he has lived in Sterling for 21 years and has owned his own business for the last 20 years. Selectman Sushchik made the motion to appoint Mr. Murphy to the Capital Fund Committee for a 2 year term, 2nd by Larry Pape. Vote as follows:

Peter Monaghan Aye
Larry Pape for Fincom Aye
Board of Selectmen Aye
All in favor.

**COUNCIL ON
AGING**

APPOINTMENTS: The Board of Selectmen met with Mary Higgins and Constance Cleary, both being recommended by the Council on Aging for appointments to the council. Each candidate introduced herself and briefly told a little about themselves. Selectman Sushchik made the motion to appoint Mr. Higgins and Ms. Cleary to the Council on Aging, 2nd by Selectman Sheppard. All in favor.

**DONNA
ERICKSON
TREASURER:**

Selectman Sheppard introduced Donna Erickson, the new Town Treasurer/Collector. Ms. Erickson was the treasurer/collector in Boylston for 23 years and comes to Sterling with a great deal of experience. Ms. Erickson presented the Board with a disclosure for the WRSD bond that needs signatures. She informed the Board that she has been working on and completed the year end reports and the bank accounts have been reconciled up to August. She explained that the new computer software is on hold for the time being, she is working with Karen Pare to find a program that will allow the conversion to go smoothly between her office and the Accountant. She informed the Board that the 1st set of delinquent letters have been mailed, that records are being cleaned out and that she is working on spread sheets listing tax title and trust funds. Ms. Ackerman informed the Board that a great deal of work has been accomplished and that Ms. Erickson has done a great job in a short period of time. Selectman Sheppard congratulated Ms. Erickson on a job well done. Selectman Sushchik questioned Ms. Erickson on the bond rating for the town and if that rating could be improved? Ms. Erickson informed him that another audit cycle would be required before we can attempt to increase the bond rating and that she would work on that. The Board thanked Ms. Erickson for coming in and for her report.

**TOWN COMMON
REVITALIZATION
COMMITTEE:**

Selectman Sheppard explained the reason for forming the short-term committee charged with the objective of formulating a plan and developing cost projections for

the town common. The following names have been submitted to serve on the committee:

Ellen Sesia	COA
John Kilgo	Light Department
No one member	Planning Board
Library	Jaap Vermeulen
Historical	Vern Gaw
DPW	Don Harding
First Church	Julia Gauld

Selectman Sushchyk made the motion to appoint those listed, 2nd by Selectman Sheppard. All in favor.

POLICE REPORT: Chief Chamberland was unable to attend this meeting due to a death in the family. The Board will review the reports with the Chief at a later date.

TOWN ADMINISTRATOR'S

UPDATE: Ms. Ackerman updated the Board of Selectmen on the following: She listed the 5 goals the Board had decided on from the last meeting and stated that she presented them to the Department Heads at their meeting on September 16, 2008, in order to develop an Action Plan to accomplish these goals. She reminded the Board that she would be at the ICMA Conference next week. She informed the Board that the website had been corrected adding the missing link for the DPW, the specs for the boiler had been formulated with bids due October 9, 2008 and would be presented to the Selectmen on October 15, 2008, Special Town meeting dates are all set, deadline for articles due September 26, 2008 and the Board will vote to accept the articles on October 1, 2008. Ms. Ackerman informed the Board that she would be calling Mike Ward and Orlando Pacheco to see if they were willing to work together on the cable television issue and finally the new hours for the Building Inspector were posted. The Board of Selectmen thanked Ms. Ackerman for her update.

2008 VOLUNTEER FIRE ASSISTANCE

GRANT: Selectman Sheppard read the memo from Chief Hurlbut informing the Board that the department had been awarded the 2008 Volunteer Fire Assistance Grant sponsored by the DCR Bureau of Forest Fire Control and Forestry consisting of \$1460.00. This is the fifth year in a row of receiving this grant and the money has been used to update and upgrade the town's forestry equipment. The Board wanted to express their appreciation to Firefighter Rogowski who wrote this year's grant.

VOICE SYSTEMS: Ms. Ackerman informed the Board of Selectmen that Voice Systems will be installing the new phone system in the Butterick Building early October. The central phone number for the Butterick Building will be 978-422-8111 which in turn will give extension numbers for each department.

There was some discussion revolving around the bid process for the phone system and Selectman Sheppard explained that the process was started by Bruce Turner.

**COMMUNITY
EMERGENCY
RESPONSE**

TEAM:

Selectman Sheppard read a letter sent by Chief Chamberland to Chief Hurlbut commending the members of the C.E.R.T. for an excellent job assisting at the Sterling Town Fair. This was one of the most well attended fairs in history and all the members conducted themselves professionally and courteously and with respect during some difficult circumstances. The Board thanked everyone who volunteered in this year's fair, the fair committee, their volunteers, the police department and the fire department.

**REGIONAL
SELECTMEN'S
MEETING:**

The Board of Selectmen reviewed the correspondence from Holden and Rutland regarding dates for the Regional Selectmen's meeting. Both Selectmen agreed they were interested in attending a meeting and that October 23, 2008 proved to be the best time for them.

**NEW BIKE
RACK:**

The Board read a memo from Melissa French (Administrative Assistant to the Planning Board) informing them that the Council on Aging had generously offered to fund the new bike rack being placed at the Butterick Building. The placing of the bike rack was confirmed with the Fire Department and Mr. Paul Pacheco will install the bike rack when it arrives. The Board of Selectmen thanked Melissa and Karen Phillips from COA for their work on funding and ordering the bike rack.

**ONE DAY
LIQUOR
LICENSE:**

Selectman Sushchik made the motion to approve and sign the one day liquor license for the Eightpoint Sportsmen's Club for September 26, 2008 from 6:00 PM to 12 midnight for a dinner dance. 2nd by Selectman Sheppard. All in favor.

**8:18 PM
PERSONNEL
BOARD**

VACANCIES:

Selectman Sushchik spoke to the vacancies on the Personnel Board and the by-law process that needs to be followed. The by-law stated that it takes one vote from the Town Moderator, the Finance Committee and the Board of Selectmen to make an appointment to the Personnel Board. That being said, Peter Monaghan, Town Moderator, inquired into the re-appointment process, stating that he was not sure the correct process for re-appointments was followed. Through discussion it was determined that the process needed some looking into by counsel for a determination before other appointments were made. Selectman Sushchik informed

everyone once counsel has had a chance to respond the Board would consider appointments from those expressing an interest.

Ms. Gaylord presented the Board of Selectmen with a letter of “No Confidence” with 42 signatures on the petition in regards to the Personnel Board. Selectman Sheppard stated that this is a statement in and of itself. Ms. Gaylord then asked if it was possible that all of the Personnel Board members needed to be re-appointed as the discussion regarding the process of re-appointments questioned whether the appointments were done properly and consistent with the by-law. The Board of Selectmen will make a decision based on counsel’s input.

**EXECUTIVE
SESSION:**

Selectman Sushchyk made the motion to enter into executive session at 8:36 PM in accordance with MGL 39, 23B for Real Estate and Litigation to return only to adjourn. 2nd by Selectman Sheppard.

Sushchyk Aye
Sheppard Aye
Murray Absent

ADJOURNMENT: The Board of Selectmen returned to regular session to adjourn. Selectman Sushchyk made the motion to adjourn the meeting at 9:06 PM. 2nd by Selectman Sheppard. All in favor.

RESPECTFULLY SUBMITTED

**PAUL M. SUSHCHYK
CLERK**