

BOARD OF SELECTMEN  
AUGUST 19, 2009  
MINUTES

- MEETING:** Chairman Sushchuk called the meeting to order at 7:00 PM. Roll call showed that Selectmen Sheppard, Philpot and Sushchuk were present.
- AGENDA:** Selectman Sheppard made the motion to approve the agenda as submitted. 2<sup>nd</sup> by Selectman Philpot. All in favor.
- MINUTES:** Selectman Sheppard made the motion to approve the minutes of August 5, 2009. 2<sup>nd</sup> by Selectman Philpot. All in favor.
- PUBLIC SESSION:** Mr. George Pape asked the Board when their meetings would be televised. Chairman Sushchuk informed Mr. Pape that issue would be addressed later in the meeting.
- CABLE TELEVISION EQUIPMENT:** Members of the Cable Advisory Committee were present to discuss the bid process for the cable television equipment and to make their recommendation. Robert Bloom informed the Board that there were 6 inquires to the RFP and 4 bids were submitted. The Cable Advisory Committee reviewed the bids, deciding on the one bid that was complete and within budget, Boreal Media at \$44,132.00. In response to Selectman Philpot's question the Board was informed that once they approved the Cable Advisory's recommendation for the supplier a purchase order would be processed, installation/build out would begin and finally testing in order to be ready by late September, first of October. Selectman Sheppard made the motion to approve the recommendation of Boreal Media as supplier of equipment. 2<sup>nd</sup> by Selectman Philpot. All in favor.
- The question of televised meetings was then addressed, informing Mr. Pape that the Cable Advisory hoped to be up and running by the first of October and explained that satellite TV was not part of this package.
- APPOINTMENT OF INCORPORATORS:** The Cable Advisory Board asked the Board of Selectmen to appoint incorporators as soon as possible so that the Access Corporation can be formed. The Sterling Cable Advisory requested that the board appoint the existing advisory members as the incorporators to the Sterling Lancaster Community Television Committee, Robert Bloom, Richard Maki, Joseph Gunter, Arthur Coughlin and Cathy Harragian, stating that once the appointments are made Attorney Solomon can file with the Secretary of State and the execution of the articles of organization can be made. Selectman Sheppard made the motion to appoint the Sterling Cable Advisory stating that once formed elections of officers can then be held. 2<sup>nd</sup> by Selectman Philpot. All in favor.
- Robert Bloom thanked his fellow Cable Advisory members for all their hard work on this project. The Board of Selectmen also thanked Mr. Bloom and the Cable Advisory for all their time and effort on such a worthwhile project.
- BUILDING INSPECTOR:** The Board of Selectmen extended their congratulations to Mr. Mark Brodeur, Sterling's building inspector for successfully completing the written exam to become a Certified Building Official.

The Board then discussed the terms of Mr. Brodeur's contract renewal. Mr. Brodeur stated that he would like to see his contract renewed for two years at the same salary. Selectman Sheppard agreed stating that the two years would lock in the salary increasing the savings to the town. Selectman Philpot questioned Mr. Brodeur with regards to hours worked in the building department, would he be able to do the job in the 25 hours allotted when business picks up? Mr. Brodeur responded by saying he and his administrative help were working on the filing system in the office and hoping to use a free software package that would help to speed up the permit process when things got busier. Chairman Sushchuk asked if inspections were completed in a timely fashion and code executed at every level as stated in the building code. He continued to stress that the building code must be upheld and inspections must be made. Mr. Brodeur stated that inspections were completed as required by state law. Discussion continued on improving customer service, upgrading building department forms and giving instructions in how to fill out the forms to residents. Chairman Sushchuk made the motion to renew the contract for 1 year with the provisions provided in the agreement between West Boylston and Sterling. 2<sup>nd</sup> by Selectman Sheppard. All in favor. Selectman Philpot offered to work with Mr. Brodeur to develop a better format for building permits. Both agreed it was a good idea.

**BOARD POLICY  
MEMORANDUM:**

Chairman Sushchuk read the Board Policy he drafted and had reviewed by Town Counsel. Selectman Philpot asked what the benefit was to having the memo. Chairman Sushchuk explained that it sets the tone to how the Board of Selectmen members should act. He stated that this does not stop a member from expressing his opinion as a private individual of the town as long as they identify themselves as an individual and not a select board member. The memo was to be used as a tool to help guide those in the town positions. Chairman Sushchuk made the motion to adopt the policy as presented. 2<sup>nd</sup> by Selectman Sheppard. Two in favor, Selectman Philpot against.

**APPOINTMENT OF  
BUILDING NEEDS:**

Selectman Philpot made the motion to re-appoint Michael Forance and Manuel Pacheco to the Building Needs Committee. Chairman Sushchuk seconded the motion. Selectman Sheppard voted nay, stating that he was against the continuation of the committee so he is not in favor of appointments. Two in favor, Selectman Sheppard against.

Selectman Philpot made the motion to appoint Ken Stidsen as a new member of the Building Needs Committee, 2<sup>nd</sup> by Chairman Sushchuk. Two in favor, Selectman Sheppard against.

**NEW SENIOR CENTER:**

The Board of Selectmen discussed the need to find a location for a new senior center and Selectman Philpot stated that this project was tailor made for the Building Needs Committee. Selectman Sheppard disagreed saying it should be up to the Board of Selectmen, they have been working on it for the last 5-6 years and they should continue. Chairman Sushchuk opined that it should be given to the Building Needs for a period of time, 6 months, and hopefully they will come back to the Board with a proposal. Selectman Philpot agreed expressing a more hands on approach project will give the Board the opportunity to collect more data searched out by the Building Needs Committee. Chairman Sushchuk made a motion that a meeting be set for September 2<sup>nd</sup> with all concerned, Building Needs Committee, Council on Aging and a representative from the Finance Committee and Capital Committee to codify all the sites that should be looked at and set a time frame for the Committee to return with full report. 2<sup>nd</sup> by

Selectman Philpot. Selectman Sushchuk and Philpot in favor, Selectman Sheppard against.

TOWN ADMINISTRATOR'S  
FOLLOW UP:

Ms. Ackerman reported that the Government Study Committee has received applicants showing interest so far. The deadline for submitting names is September 1, 2009 and to date no former selectman has applied.

The three Human Resource finalists will be ready for interviews on September 2, 2009.

Ms. Ackerman plans on having a meet and greet time before the Board of Selectmen's meeting at 6:30 PM. She also informed the Board that the deadline for receiving resumes for the Town Clerk position is September 8, 2009.

Ms. Ackerman had a conference call with the Mayor from Leominster and Mike Ward from Clinton regarding the parking issues on Heywood Road, in the Wekepeke area. Selectman Philpot commented on the trash pile up in that area and was interested in looking into investigating ways to stop the dumping of trash. The sale of Gates Terrace should close in September.

Ms. Ackerman informed the Board that the new Building Needs Committee charge will be distributed Tuesday at the Department Head's meeting to the building managers. She plans on contacting Mike Radzicki with regards to setting dates for the All Boards Meetings. Chief Chamberland and Chief Hurlbut have had their first meeting with the school principal to discuss preparing the school to be used as an emergency shelter and repairing the generator.

2009 FAIR PERMITS:

Selectman Sheppard made the motion to approve the list of vendors and common victualler's licenses for the 2009 Fair. 2<sup>nd</sup> by Selectman Philpot. All in favor.

WILLIAM GAULD:

Chairman Sushchuk read the letter from Bill Gauld asking permission enter town property to cut down trees hanging over his property resulting from the last years ice storm. Selectman Sheppard made the motion to approve the request, 2<sup>nd</sup> by Selectman Philpot. All in favor.

DRIVEWAY PERMIT:

Selectman Sheppard made the motion to approve the driveway permit for 29 Sandy Ridge Road. 2<sup>nd</sup> by Selectman Philpot. All in favor.

APPOINTMENTS:

Selectman Sheppard made the motion to appoint Jane Meunier as an election worker, 2<sup>nd</sup> by Selectman Philpot. All in favor.

Selectman Sheppard made the motion to appoint David Lozier as a full member to the Zoning Board of Appeals. 2<sup>nd</sup> by Selectman Philpot. All in favor.

THANK YOU NOTES:

The Board of Selectmen recognized the thank you notes from Liza Hryniewich and Megan Beaver for their scholarships.

NEXT MEETING:

The next meeting is scheduled for September 2, 2009 at 6:00 PM.

ADJOURNMENT:

Selectman Sheppard made the motion to adjourn at 9:17 PM. 2<sup>nd</sup> by Selectman Philpot. All in favor.

RESPECTFULLY SUBMITTED

RUSSELL R. PHILPOT  
CLERK