

TOWN OF STERLING
BOARD OF SELECTMEN
December 17, 2014

MEETING:	Roll Call: Selectman Cutler - Present. Selectman Kilcoyne – Present. Selectman Patacchiola – Absent. At 7:04 pm, Vice Chairman Kilcoyne called the meeting to order.
Minutes:	<p>VOTE: Selectman Kilcoyne moved to accept the Board of Selectmen Executive Minutes for November 19, 2014. Selectman Cutler 2nd. Selectman Kilcoyne - Aye Selectman Cutler – Aye. Motion Carried.</p> <p>VOTE: Selectman Kilcoyne moved to accept the Board of Selectmen Minutes for December 1, 2014. Selectman Cutler 2nd. Selectman Kilcoyne - Aye Selectman Cutler – Aye. Motion Carried.</p> <p>VOTE: Selectman Cutler moved to accept the Board of Selectmen Executive Minutes for December 1, 2014. However, not to be released at this time. Selectman Kilcoyne 2nd. Selectman Kilcoyne - Aye Selectman Cutler – Aye. Motion Carried.</p> <p>VOTE: Selectman Cutler moved to accept the Board of Selectmen Minutes for December 3, 2014. Selectman Kilcoyne 2nd. Selectman Kilcoyne - Aye Selectman Cutler – Aye. Motion Carried.</p>
Monthly Police Report	<p>The following are some brief highlights as to some of the activities of the Police chief and the Police department for the month of November 2014.</p> <p><u>Personnel, Training and Equipment:</u></p> <ul style="list-style-type: none">• New Officer Steven Mucci was appointed and sworn in at a ceremony at the police station.• Officer Mucci will be assigned to the field training officer who will oversee his training.• Officers are continuing annual forty hours of in-service training at the Boylston academy.• The Chief has enrolled in a bomb threat assessment training seminar.• Received a grant of \$21,904 to support the dispatch center. Sgt. Pomeroy is performing the IT work for the project and saving the Town the additional IT costs.• Received a letter from a citizen praising officer, Lane Pomeroy for her assistance in a recent investigation.• Received a letter from the Sutton Police Department thanking us and commending Detective Johnson for his assistance in a recent investigation. The arrests clear numerous cases of copper plumbing being stolen from houses. <p><u>Community Interaction:</u></p> <ul style="list-style-type: none">• Participated in Veteran's Day Parade by conducting traffic control.• Officers participated in community reading day at the Houghton Elementary School.• Began our annual Toy for Tots drive.• Numerous meetings with DPW regarding construction on Route 140. <p><u>General Police Business:</u></p> <ul style="list-style-type: none">• Four arrests during the month.• Nine crashes investigated during the month. Two on Leominster Rd.• Sixty-One motor vehicle stops and thirty two citations issued.• Received quarterly TTY report (July – Sept). No failures in the system were reported. <p>The Board recommends that the Chief contact the State to restripe the lines on Leominster Road, as they are being to fade/wear out in places.</p>
Economic Development Update	<p>Chairman James Patacchiola presented an up-date from the Economic Development Committee. Montachusett Regional Planning Commission (MRPC) District Local Technical Assistance (DLTA) Request for Service Delivery:</p> <ul style="list-style-type: none">• Committee Vice Chairman, Paul Rehrig has been in contact with the MRPC.• Funds are available for 8 hours technical service

- EDC is waiting for MRPC to publish the 2014 applications for technical assistance
- The EDC would like the MRPC to review the current Route 12 zoning and to make recommendations because businesses will not invest where there is questionable zoning situations and this may lead to undesirable blight conditions
- The EDC will prepare the Request for Service Delivery pending the Board of Selectmen's approval to proceed with this project
- The EDC will submit the request to the Town Administrator and BOS for review.
- The Selectmen as Chief Elected Officials will then sign & submit the request

The Economic Development Committee was encouraged by the Board of Selectmen to engage the Planning Board as well as the Zoning Board, in this endeavor. The Economic Development Committee will move forward in securing the MRPC application for these services and follow-up with the Select Board in order to get their endorsement.

The Economic Development committee has created a draft of a Permitting Guide to Doing Business in Sterling, MA. The purpose of the guide is to make the process of owning/operating/establishing a business, in Sterling, as simple and easy as possible.

Permitting Guide:

- Committee Secretary, Lindsay Lucarelli prepared the "Permitting Guide to Doing Business in Sterling, MA"
- This is a Draft to introduce the concept to the Board of Selectmen
- The guide is comprehensive. It consists of Welcome from the Town Administrator, Introduction section, Getting Started, and Licensing & Permitting Steps.
- The Licensing & Permitting Steps elaborates on the functions, concerns of each department. Also, describes the time intervals typical for processing steps to be completed.
- The Guide also has 3 Appendix sections that contain pertinent information such as Fees.
- Pending approval of the concept of the Permitting Guide, the EDC will ask all Town Boards & Department Heads to review, edit and update their respective information in the Guide.
- The final draft will be submitted to the Board of Selectmen for their review & approval before publication.

The Board thanked the Members of the Economic Development Committee for their work and encouraged them to proceed with their current projects.

Alcohol License Approvals

After Discussion, **VOTE:** Selectman Cutler moved to approve the **alcohol licenses** for - Barber's Crossing, Chocksett Inn, B-Man's 140 Tavern, Black Sheep Tavern, Appletown Market, Sterling Deli, JJ West Sterling Package Store, Harvest Grill and Sterling National LLC. Selectman Kilcoyne 2nd. Selectman Kilcoyne – Aye. Selectman Cutler – Aye. Motion carried.

Approve Municipal Licenses

After Discussion, **VOTE:** Selectman Cutler moved to approve the **Public Entertainment** Licenses for Barber's Crossing, Chocksett Inn, B-Man's 140 Tavern, Black Sheep Tavern, Harvest Grill, and Sterling National LLC (Country Club) Selectman Kilcoyne 2nd. Selectman Kilcoyne – Aye. Selectman Cutler – Aye. Motion carried.

After Discussion, **VOTE:** Selectman Cutler moved to approve the **Common Victualer** Licenses for Barber's Crossing, Sterling National LLC, 140 Rendezvous Club, Village Pizza, Chocksett Inn, Eight Point Sportsmen's Club, Mulligan's Miniature Golf, J&J West Sterling Package, Honey Farms #37, Dinner Company, St. Richard of Chichester, Black Sheep Tavern, Sterling Deli, Dunkin Donuts, Meola's Wayside Ice-cream, Davis Farmland, Sterling Pizza, Sterling Academy of Gymnastics, Hamilton Catering, Café Fresh Bagels/Sterling Ice Cream, Meadowbrook Orchards, Rota Spring, Sterling Chocksett Club, First Church, Over Easy Café, Lorna Jeans, Harvest Grille, Appletown Market, Friends of Senior Center and Clearview Farm. Selectman Kilcoyne 2nd. Selectman Kilcoyne – Aye. Selectman Cutler – Aye. Motion

	<p>carried.</p> <p>After Discussion, VOTE: Selectman Cutler moved to approve the Auto Dealers Licenses for Groundwater Supply Company Class I & 2, Hi-Tec Auto Class II, S&W Equipment Class II, Sterling Auto Class II and Auto Technica Class II. Selectman Kilcoyne 2nd. Selectman Kilcoyne – Aye. Selectman Cutler – Aye. Motion carried.</p> <p>After Discussion, VOTE: Selectman Cutler moved to approve the Livery License for Village Transportation. Selectman Kilcoyne 2nd. Selectman Kilcoyne – Aye. Selectman Cutler – Aye. Motion carried.</p> <p>After Discussion, VOTE Selectman Cutler moved to approve the Automatic Amusements Licenses for Barber's Crossing, B-Man's 140 Tavern, Black sheep Tavern and Mulligan's Miniature Golf. Selectman Kilcoyne 2nd. Selectman Kilcoyne – Aye. Selectman Cutler – Aye. Motion carried.</p> <p>After Discussion, VOTE: Selectman Cutler moved to approve the Inn Holders License for Chocksett Inn. Selectman Kilcoyne 2nd. Selectman Kilcoyne – Aye. Selectman Cutler – Aye. Motion carried.</p>
Holiday Hours	<p>After discussion: The Interim Town Administrator moved that the Town Hall be closed at 11:30 on December 24. Employees will be charged 4 hours to their personal or vacation time, if they choose to leave at that time. The Town Hall will be closed on December 25th as a compensated holiday. The Town Hall will be closed on December 26th. Employees wishing to take Friday off will be charged 4 hours of their personal or vacation time. Employees not wishing to use personal or vacation time on the 24th or 26th may come in to work. However, the Building will be closed to the public. Selectman Cutler 2nd. Selectman Kilcoyne - aye. Selectman Cutler – Aye. Motion carried.</p>
Senior Center Update	<p>The following is an update from the Senior Center Building Committee:</p> <ul style="list-style-type: none">• Site has been cleared.• Erosion Control completed• Doing this work now had several advantages. The biggest advantage was the monetary savings. The work cost less than \$9000. In the spring this part of the project would have closed in on \$30,000. Also clearing the lot provides the architects with a better sense of the area they are working with.• The committee (includes ACG) and Architects opted to consult with Westerman's in Worcester for the Center's kitchen needs and configuration. To use the architect's kitchen designer would have cost \$5100. Westerman will submit a professional design and layout of equipment for \$600. If Westerman ultimately wins the contract bid for the equipment, the \$600.00 will be deducted from the total equipment cost.• Turowski 2 has also opted to use Whitman & Bingham as our Project Engineers. WB is very familiar with the site and project as they had worked with the Site Committee and the Building Committee since the beginning of this journey!• The Committee reviewed and discussed several options of design, space and programming needs at our last meeting. Turowski returns tomorrow (the 18th) with a more definitive schematic.• Know that at this point, the architects are ahead of their proposed schedule.• Next the preferred Schematic design, plans, elevations and systems will be completed and a cost estimate will be developed
Personnel Bd Report	<p>Human Resources Administrator, Donald Jacobs and Jed Lindholm, Chair of the Personnel Board, and Personnel Board member, David Shapiro, presented to the Board of Selectmen.</p> <p><i>Summary of Proposed Changes to the Fiscal Year 2016 By-Law</i></p> <p>Section 1: Authorization: delete "personnel" and insert "wages and benefits". Insert a sentence stating that the Town has established an Employee Personnel Handbook.</p>

	<p>Section 3: Definitions: add Stipend: "A set level of compensation for special duties or licenses for which an employee performs or possesses that are required of the employee."</p> <p>Section 4: Classification Plan C. Employee Categories: add "Stipend and "Per Diem" categories</p> <p>Section 5: Compensation Plan C. Pay Rate for New Personnel: Remove reference to step 3 insert "mid-point". Insert "Appointing Authority" in place of "immediate supervisor". E. Call Back Pay: Insert verbiage to establish call back pay as one-half (1 ½) employee's regular hourly rate of pay for the hours worked (entitled to a minimum of two hours pay at time and one-half (1 ½)).</p> <p>Section 6: A. Insert "Per Diem and "Stipend" as employee categories that are not eligible for benefits. G. Compensated Absences (Personal Leave): Insert the benefit allowing employees up to three (3) personal leave days per year. This benefit was inadvertently deleted from the Personnel Bylaw last year and reflects no changes in benefits.</p> <p><i>Summary of Proposed Recognition Program</i> Mr Lindholm advocates for an Employee Recognition Award Program that would award \$500.00 to an employee who has been nominated for providing outstanding service.</p> <p><i>Proposed Employee Handbook</i> A draft of the new Employee Handbook was presented to the Board. The Board asks that the Town Administrator review the document prior to it being reviewed by Department Heads.</p> <p><i>Proposed Classification/Compensation Plan</i> No changes from last year's Classification and Compensation are recommended.</p>
Letter of Recognition	A letter of recognition will be sent to Republic Services, the Town's rubbish removal company, to recommend Richard Bousquet as Driver of the Year.
IT Contract Extension	The Town Administrator explained that he will sign an extension of the IT contract with Stillwater Computer. The extension will run until the end of June 2015. The contract must go out to bid for Fiscal Year 16, per the Procurement Laws.
Business and Correspondence	A letter or appreciation was received by the Boy Scouts regarding their Holiday Tree sale.
Town Administrator Update	<p>The Facilities Technician, Tom Rutherford has recommended that the Town secure insurance to cover the fuel storage tanks that are located on Town Property, including the school property. The quote for the insurance is \$3,750.00. Mr. Rutherford is concerned about the school socialized cost of spills. He questions that if the Town of Sterling pays for insurance to cover the Sterling School fuel tanks, if it is fair that the Town be held responsible for spills that might occur in other district towns. This will need to be addressed in the upcoming School Agreement. The Board authorized Mr. Rutherford to purchase the fuel storage tank insurance for the Town.</p> <p>The Town Administrator has researched the sign by-laws and agrees that they need to be updated. He suggests that a committee, which includes business owners, should be established in order to create a new sign bylaw. Input from the Planning Board should play a major role in this endeavor. The Town Administrator was asked to research other town sign bylaws to see how the issue has been handled.</p> <p>Budget documents have been distributed to Department Heads. Salary increases are still unavailable. The Town may need to fund contracts as a separate article at Town Meeting if necessary.</p>

Selectmen's Meeting Minutes

December 17, 2014

	<p>The Insurance Advisory Board has decided to go out to bid for Fiscal Year 2016. The low utilization of claims may help in negotiating lower insurance costs.</p>
	<p>The Board asked the Town Administrator to get in touch with the auditing firm to be certain that they will begin in January.</p>
Public Session	<p>Susan Harrigan of Harvest Grille voiced her concerns with the sign issues that face small business owners on Main Street. She advocates that the Town establish a Master plan from which all other business policies can be established. The Board reminded Ms. Harrigan that the Master Plan is the responsibility of the Planning Board.</p>
	<p>Ms Mapp also requested that the Town consider a Master Plan. She reported that she is circulating a petition that would get the question of a Master Plan addressed as an article on the Annual Town Meeting floor.</p>
Adjourn	<p>VOTE: Selectman Cutler moved to adjourn at 8:26pm. Selectman Kilcoyne 2nd. Selectman Kilcoyne - Aye. Selectman Cutler – Aye. Motion Carried</p>

*materials list: minutes, police report, list of Alcohol and municipal licenses, Senior Center report,
Draft of – Employee handbook, proposed by-law changes, employee recognition, ltr to Trash Company, copy contract extension for IT, signage regulations*