

BOARD OF SELECTMEN  
JANUARY 18, 2012 MINUTES  
BUTTERICK BUILDING

MEETING: Chairman Philpot resumed the regular scheduled meeting at 7:25 PM. Selectman Sushchuk, Furmaniuk and Philpot were all present.  
Chairman Philpot read the statement declaring that Sterling Lancaster Cable Television as the only electronic copy of the meeting.

APPROVAL OF MINUTES: No minutes were approved because Mr. Philpot did not have the time to review the previous meeting's minutes just received the day before. Philpot then inquired of Mr. Furmaniuk the status of his review of the November 9, 2011 minutes to which Furmaniuk responded he had finished but simply forgot to send them to the Board for review of his changes. He would do so right away.

7:15 PM  
SENIOR CENTER  
BUILDING

COMMITTEE: Chairman Philpot opened the discussion by stating that the new senior center is a big project and the Selectmen should provide a defined objective that clearly outlines what is required of the appointed committee. He listed the four steps he sees before them:

1. To hire a Clerk of the Works
2. To follow through with the DCR and the need for a determination on the land located at Boutelle and Muddy Pond Road
3. To find the most cost effective process for building
4. To have site selection report with a timeline in place

Chairman Philpot stated that the start date depends on the Council of Aging's involvement and when they complete their "to do" list. Selectman Furmaniuk stated that the Council on Aging and the Building Committee could both begin and function on parallel paths; developing reports, objectives and recruiting committee members with the skill sets to complete the building project.

Chairman Philpot reported that the My Senior Center computer program was up and running and requested monthly report from the Council on Aging on the attendance numbers. The Board agreed the information would be helpful.

The Board will continue the discussion and appoint a building committee at their next meeting.

7:35 PM  
TOWN GOVERNMENT  
STUDY COMMITTEE:

Bob Dumont, Chairman of the Town Government Study, along with his committee members met with the Board of Selectmen, looking for feedback from the Selectmen on presenting their report and findings. The committee is preparing their report and was looking for the Selectmen's preferred forum in presenting the finished product. Selectman Furmaniuk stated that he would like to see a Board of Selectmen's meeting with this single issue, the presentation of the conclusions of the Town Government Study, so that the public can hear and ask questions

on the findings, with an article to be presented at town meeting if need be, providing a resolution on the study and the committee.

Chairman Philpot and Selectman Sushchik thanked the committee for their time and effort and agreed that a presentation at a Board of Selectmen's meeting before town meeting would benefit everyone.

#### APPOINTMENT

##### PROCESS:

Selectman Furmaniuk sent a draft of the appointment policy to various elected committees and boards and to date has not received any feedback. Mr. Philpot commented that he, Mr. Bruce Baker (Personnel B'd.), Mr. Larry Pape (FinComm) and Mr. Monaghan (Moderator) had not received the e-mail. After some discussion about e-mail problems the Board agreed to have Ms. Ackerman develop a solution to ensure future communication. Further discussion on sending this information as instructed by the Board indicated Ms. Ackerman was not sure she had all the e-mail addresses of the various board/committee chairmen. The Board members agreed to wait until the next meeting and if they have not received any response from the boards and committees they will vote to adopt. Chairman Sushchik suggested that Ms. Ackerman send the draft policy to all Boards and Committees and report back at the next meeting.

#### PAPERLESS

##### MEETINGS:

Selectman Sushchik reported that he spoke with Mr. Melia in Northbridge regarding the adoption of the paperless Board of Selectmen's meeting in his town. Mr. Melia reported that they adopted the process 3-4 months ago and reported that it is working well.

Chairman Philpot stated that I-Pads are the end of the line and there are many steps to be taken before we go out and spend money. He suggested taking baby steps and asked to have the BOS letterhead put into a soft copy as a template on at least one computer in the Butterick Bldg. He went on to explain the difficulty of printing a simple letter from the BOS because we do not have such a template in any computer of the BOS office. There was further discussion about other steps which revealed we do have a high speed scanner feature in the most recently purchased copy machine but it appeared only a limited number of personnel knew how to operate the scanning function. Mr. Sushchik believed the Board should include a budget request for the \$3,500 +/- to implement I-Pads. Philpot commented that if/when the Board has I-Pads (or some other hardware) that the overhead projector be employed to display any/all documents the Board might be referencing during the meeting. Sushchik & Furmaniuk felt that would be making things more difficult than necessary.

#### INCREASING

##### FEES:

The Selectmen met with Dawn Michanowicz, Town Clerk, to discuss the possible increase in fees for her office. Ms. Michanowicz started out by stating that her office is not a large generator of revenue but the fees in place have not been increased in close to 10 years. After reviewing the fees and suggested increases the Board voted unanimously agreed to the increases and suggested a split rate to births, marriage and death certificates for residents versus non-residents.

The Board discussed the increase fee of business certificate from \$20 for 4 years to \$20 each year/\$80 with Chairman Philpot arguing that 400% increase was too much. Selectman Sushchik stated it was simply a cost of doing business and recommended \$60 for 4 years. Philpot

suggested it be raised to \$40 for 4 years. Selectman Sushchuk made the motion to increase the DBA fee to \$60 for 4 years, 2<sup>nd</sup> by Selectman Furmaniuk. Two in favor, one against. Building department fees will be discussed at the next meeting.

#### ADOPT AN

##### ISLAND:

Chairman Philpot had provided to the Board a written framework of the process used in Leominster for their Adopt an Island program which he – Philpot – had slightly modified and suggested the same for Sterling. He stated that he spoke with Bill Tuttle, DPW Superintendent, and the only concerns with the project were the issue of possible damage to the signs and the interference of site lines. The Board agreed that the signs would follow the by-law of two square feet, a list of sites will be created, and a list of sponsors and someone to maintain the list will have to be determined. The Board agreed to have Ms. Ackerman contact Hendrickson Advertising of Sterling to see if they have interest in being a recommended provider of the specific signs and to further advertise the opportunity for other sign-makers in Sterling to take part in the program. The BOS recognized that approval/support is needed from the DPW Board before it can institute this program. The Board agreed to post the written framework on the Town web site to initiate advertisement and start gathering interest.

#### TOWN ADMINISTRATOR

##### UPDATE:

Ms. Ackerman updated the Board on Hardscrabble Road and informed them of the 3 bids received for appraiser; the bid was awarded to the lowest bidder, Summit, for \$2000.00. She reported that to date there are 50 articles for the Annual Town Meeting.

#### BUSINESS AND

CORRESPONDENCE: Chairman Philpot read a letter the Selectmen received from Mr. Protano, Planning Board, informing them that he will not be running for re-election this year. The Board thanked Mr. Protano for the last 27 years of service to our Town and recognized him as a pillar in the community. With much regret they acknowledged that he would not be running for re-election.

Chairman Philpot informed the Board of a letter received regarding real estate and the possible need for an executive session to discuss the issue and the Board agreed that he would seek advice from town counsel. The Board also received a letter from the Animal Control Advisory Board asking to be on the next agenda.

#### ONE DAY LIQUOR

##### LICENSE:

Selectman Sushchuk made the motion to approve the one day liquor license for the Eight Point Sportsmen's Club for January 12, 2012. 2<sup>nd</sup> by Selectman Furmaniuk. All in favor.

#### APPROVAL OF

##### ANNUAL AND NEW

##### LICENSES;

Selectman Sushchuk made the motion to approve the Common Victualler Licenses for the Mountainside Market, Harvest Grille (new) and the Appletown Market (new owner). 2<sup>nd</sup> by Selectman Furmaniuk. All in favor.

Selectman Sushchuk made the motion to approve the Class II Auto License for Sterling Auto Body and Auto Technica, 2<sup>nd</sup> by Selectman Furmaniuk. All in favor.

Selectman Sushchuk made the motion to approve the Antique and Second Hand Dealers License for Creativan (new), 2<sup>nd</sup> by Selectman Furmaniuk. All in favor.

TOWN OF ERVING: The Board of Selectmen discussed the letter of December 2, 2011 from the Town of Erving asking that Sterling support House Bill #00200 regarding the legislation for Presidential electors. Selectman Furmaniuk stated he would like to research the issue further before making a decision on whether to support the bill.

AGENDA: The Board made a list of issues to be discussed at the next meeting.

ADJOURNMENT: Selectman Furmaniuk made the motion to adjourn the meeting at 9:35 PM. 2<sup>nd</sup> by Selectman Sushchuk. All in favor.

RESPECTFULLY SUBMITTED,

RONALD A. FURMANIUK  
CLERK