

TOWN OF STERLING
BOARD OF SELECTMEN
January 25, 2017

MEETING:	Chairman Kilcoyne called the meeting to order at 6:32 PM. Roll Call: Selectwoman Cranson - Present. Chairman Kilcoyne – present. Selectman Lane - present.
Executive Session	At 6:33 Chairman Kilcoyne moved to exit public session and to enter into executive session, in accordance with G.L. c. 30A, s. 21(a)(5) to consider the filing of criminal complaints and in accordance with G.L. c. 30A, s. 21(a)(3), to consider strategy with respect to anticipated litigation if an open session will have a detrimental effect on the Town's litigating position. (The Chairman so declared) and for the Board to reconvene in public session, following the executive session. Selectman Lane 2 nd . Selectwoman Cranson – Aye. Selectman Lane – Aye. Chairman Kilcoyne - Aye. Motion carried.
Minutes	At 7:00, the board reconvened in public session. Selectman Lane moved to approve the public minutes of January 4, 2017, as written. Selectwoman Cranson 2 nd . Selectman Lane – Aye. Selectwoman Cranson – Aye. Chairman Kilcoyne- Aye. Motion carried. Selectman Lane moved to approve the executive session minutes of January 9, 2017, as written. Selectwoman Cranson 2 nd . Selectman Lane – Aye. Selectwoman Cranson – Aye. Chairman Kilcoyne- Aye. Motion carried. These minutes will not be released until the matter is settled. Selectman Lane moved to approve the public session minutes of January 9, 2017, as written. Selectwoman Cranson 2 nd . Selectman Lane – Aye. Selectwoman Cranson – Aye. Chairman Kilcoyne- Aye. Motion carried. Selectman Lane moved to approve the public minutes of January 11, 2017, as written. Selectwoman Cranson 2 nd . Selectman Lane – Aye. Selectwoman Cranson – Aye. Chairman Kilcoyne- Aye. Motion carried. Selectman Lane moved to approve the executive session minutes of January 11, 2017, as written. Selectwoman Cranson 2 nd . Selectman Lane – Aye. Selectwoman Cranson – Aye. Chairman Kilcoyne- Aye. Motion carried. These minutes will not be released until the matter is settled.
Board of Health Update	David Favreau, Allen Hoffman and Donna Clark gave a summary of the tasks and work load that have been addressed recently by the Board of Health. Mr. Hoffman reported that most recently the Board of health has been involved in: <ul style="list-style-type: none">• Septic system inspections• Providing the sharps and medication kiosk at the Police station• Food establishment inspections• Health issues• A criminal case involving the forging of the Board of Health Agent's signature• Septic issues on Clinton Road The Board members also reported the following; <ul style="list-style-type: none">• The Board of health wishes to employ a part time, alternate food inspector• The Department brings in revenue of approximately \$40,000.00 per year which is deposited into the general fund• The Board of Health requires a larger office space

	<p>Selectman Lane requested that the Board of Health post their minutes on the Town Website. The Select Board was assured that the Board of Health is in the process of learning to up-load those minutes and will begin next week.</p>
Town Clerk update/Agenda posting/Town Clerk Cert, Presentation	<p>The Town Clerk was unable to attend the meeting. Therefore, the topics of the update, agenda posting and the Town Clerk certificate presentation will be postponed until the next meeting.</p>
Guardian IT Update	<p>Mr. Brad Warren updated the board.</p> <ul style="list-style-type: none">• Guardian has installed antivirus on approximately 90 computers.• Firewalls are in place within the Butterick building. Mr. Warren stated that Guardian IT is running two parallel environments while they make the transition to the updated system because they want to be certain that ALL systems are protected during the switch to the new protection. This means that the Town will be charged for both systems during the changeover. Mr. Warren stated that Guardian will absorb the cost of one of the systems, during transition.• A new back-up system will be completely installed and running within 3 – 5 business days. <p>Regarding pending or future Issues :</p> <ul style="list-style-type: none">• The Board informed Mr. Warren that funds for a new server were appropriated at last year's Town Meeting. Therefore, a new server may be purchased and installed immediately.• The previously submitted proposal for "scope of services" will be considered by the IT Committee and their recommendations will be considered by the Board of Selectmen when deciding which projects should be immediately addressed and which need to have funding approved via Town Meeting.• Due to high volume of email addresses, within the Town, Guardian recommends On-Premise management of email, rather than online/Cloud based email. Mr. Warren explained that On-Premise email management will ultimately be less costly for the Town and more secure. This recommendation will be discussed with the IT Committee.• Guardian plans to set up both the Fire and Police servers at the police station to ensure security and backup.• Mr. Warren requests that the Board give him specific instructions as to how the Town wants Guardian to proceed. <p>The Board reminded Mr. Warren that Anne Cervantes is the Point of Contact for all IT issues. Mr. Warren will return with another update in 4-6 weeks.</p>
Support Letter Wachusett Greenways	<p>After discussion, Selectwoman Cranson moved to approve the letter of support for the Wachusett Greenways grant application for the 2017 proposed repairs and maintenance of the recreational trails. Selectman Lane 2nd. Selectwoman Cranson – Aye. Selectman Lane – Aye. Chairman Kilcoyne - Aye. Motion carried.</p>
Support Letter Conservation	<p>Conservation Commission Agent Matthew Marro and members Barbara Roberti and Karen Valentine came before the Board to request a letter of support for the grant application to establish the trail system that will link Waushacum Meadow Loop Trail and the Town Beach at Sholan Park. Neighbors from the immediate area, of the proposed trails, were in attendance in order to receive first hand information. Mr. Marro offered to send the abutters further information and to give site walks prior to the commencement of work, should the grant be awarded. Selectman Lane moved to approve the letter of support for the Waushacum Woods Interpretive Linkage Trail grant application for 2017. Selectwoman Cranson 2nd. Selectwoman Cranson – Aye.</p>

Selectmen's Meeting Minutes
January 25, 2017

	Selectman Lane – Aye. Chairman Kilcoyne - Aye. Motion carried.
Open and Close Dates for STM and ATM	After discussion Selectman Lane moved to open the Annual Town Meeting warrant and the Special Town Meeting warrant on January 26 th and to close both warrants on March 13 th at 2:00pm. Selectwoman Cranson 2 nd . Selectwoman Cranson – Aye. Selectman Lane – Aye. Chairman Kilcoyne - Aye. Motion carried.
One day Licenses for 228 Leominster Road	After discussion, Selectman Lane moved to approve the one day alcohol license for Vincent and Kathleen Farese through 228 Leominster Road for a baby shower from noon - 4:00 pm on February 4, 2107. Selectwoman Cranson 2 nd . Selectwoman Cranson – Aye. Selectman Lane – Aye. Chairman Kilcoyne - Aye. Motion carried.
	After discussion, Selectman Lane moved to approve the one day alcohol license for Stephen Lemonski through 228 Leominster Road for a baby shower from 10:00 am – 4:00 pm on February 26, 2107. Selectwoman Cranson 2 nd . Selectwoman Cranson – Aye. Selectman Lane – Aye. Chairman Kilcoyne - Aye. Motion carried.
TA Report	The Hardscrabble Road plan has been approved by the Planning Board and the deed will be prepared and recorded. The DPW has demolished and removed the sheds that had been on the property. A draft of an invitation to Bid will be drawn up and the Conservation agent will be asked to review it.
	The Interim Town Administrator, Ann Cervantes will forward the proposed addendums to the School Superintendent for inclusion in the School lease agreement.
Public Session	No one spoke at Public Session.
Executive Session	At 8:32 Chairman Kilcoyne moved to exit public session and to enter into executive session, in accordance with G.L. c. 30A, s. 21(a)(3) – To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares – Police Union and Dispatchers' Union and for the Board to reconvene in public session, following the executive session, only to adjourn. Selectwoman Cranson 2 nd . Selectwoman Cranson – Aye. Selectman Lane – Aye. Chairman Kilcoyne - Aye. Motion carried.
Adjourn	At 9:10, Selectman Lane moved to adjourn from executive session and to reconvene in Public session. Selectwoman Cranson 2 nd . Selectwoman Cranson – Aye. Selectman Lane – Aye. Chairman Kilcoyne - Aye. Motion carried.
	The Board reconvened in Public session.
	At 9:11, Selectman Lane moved to adjourn public session. Selectwoman Cranson 2 nd . Selectwoman Cranson – Aye. Selectman Lane – Aye. Chairman Kilcoyne - Aye. Motion carried.
	Materials: minutes, abuse/harassment info., executive session reports, Wachusett Greenways letter of support, Con Com letter of support, 1 day applications Hardscrabble quit claim deed