

TOWN OF STERLING
BOARD OF SELECTMEN
February 22, 2017

MEETING:	Chairman Kilcoyne called the meeting to order at 6:35. Roll Call: Selectwoman Cranson - Present. Chairman Kilcoyne – present. Selectman Lane - present.
Executive Session	<p>At 6:36, Chairman Kilcoyne moved to enter into Executive session in accordance with M.G.L. c. 30A, s. 21(a)(2) to conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel - Police Chief. He also moved to discuss strategy in accordance with M.G.L. c. 30A, s. 21(a)(3) 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 (the chair declared) – Dispatchers' Union and to then reconvene in public session at the conclusion of the executive session. Selectman Lane 2nd. Selectwoman Cranson – Aye. Selectman Lane – Aye. Chairman Kilcoyne - Aye. Motion carried.</p> <p>The Board proceeded to Executive session.</p> <p>At 7:03 Chairman Kilcoyne moved to reconvene in public session. Selectwoman Cranson 2nd. Selectwoman Cranson – Aye. Selectman Lane – Aye. Chairman Kilcoyne - Aye. Motion carried.</p>
Minutes	Selectman Lane moved to approve the public minutes of February 8, 2017, as written. Selectwoman Cranson 2 nd . Selectman Lane – Aye. Selectwoman Cranson – Aye. Chairman Kilcoyne- Aye. Motion carried.
TA Search Committee	The Town Administrator Search Committee has reported that they have been unable to complete their business. Therefore, the decommissioning of this committee will take place at the March 1 st Selectmen's meeting.
Police Report	<p style="text-align: center;"><u>January 2017</u></p> <p><u>Personnel, Training and Equipment:</u></p> <ul style="list-style-type: none">• Officer Fugere continues his recovery at home after an off duty injury.• Personnel order issued for change of shifts, as a result of the above.• Transfer order issued as a result of the above.• Cruiser that was damaged in crash has been repaired and returned to service.• Sgt. Gaudette, Michelle Johndrow and Chief attended training on the new Public Records Law. Several changes were made to their procedures to ensure that they remain compliant.• NexGen911 is installed and fully operational.• Entire department, including dispatchers and civilian staff, received recertification in CPR and AED. <p><u>Community Interaction:</u></p> <ul style="list-style-type: none">• Rabies and Microchip Clinic will be held on March 11th at the VCA Sterling Animal Hospital. It is recommended that residents license their dog, at the same time.• Detective Johnson participated as a server at the senior center.• A presentation was made at the senior center on pepper spray self defense techniques.• Chief met with security director of Prime Wellness.• Chief attended an opioid presentation at the First Church.• Meeting with school officials and towns involved in the school bomb hoax incident.• Met with recreation department about a road race to be held in Town with BOS approval.• Monthly meeting on school security.

General Police Business:

- General Order related to marijuana possession rescinded.
- Sgt. Gaudette completed Grant on Bullet Proof Vest, has chosen a vendor (Armor Express). Fitting for officers is being scheduled.
- Semi-annual taser report submitted to the Executive Office of Public Safety.

Arrests: Two individuals arrested during the month.

1. Warrant, failure to appear.
2. Abuse protection order violation, threat to commit a crime (murder)

Traffic:

- Traffic control signage recommendation submitted. Meeting House Hill Rd and Main St.

Crashes:

- Eleven crashes reported during the month. One at Leominster and Pratts, one at Chocksett and Leominster.

Enforcement:

- Fifteen citations issued during forty vehicle stops.

Incidents:

- Thirty-two incidents were investigated during the month.

The Chief explained to the board that he will be asking them, in the near future, to support his request to hire a special police officer to assist in manning parades, the Fair and road details. This will be a non-benefitted position.

Meetinghouse
Hill Road Traffic
Control

As requested, the Chief reviewed the intersection of Meeting House Hill Road at Main Street to determine if a traffic control light should be installed. After careful consideration, the Chief recommends that a YIELD sign be installed on Meeting House Hill Road which would direct traffic entering Main Street to YIELD to Main Street Traffic. Selectman Lane moved to approve the installation of the yield Sign on Meeting House Hill Road, directing traffic entering Main Street, to yield to the Main Street traffic. Selectwoman Cranson 2nd. Selectwoman Cranson – Aye. Selectman Lane – Aye. Chairman Kilcoyne - Aye. Motion carried. The Chief reported that the Select Board's approval of placing the sign gives the police the authority to issue violations. He also reported that he and the DPW Superintendent would discuss the placement of painted road markings, which would enhance the Yield designation.

Water supply

The topic of the water supply will be addressed at the next meeting on March 1, 2017.

Update Town
Clerk

Town Clerk, Dawn Michanowicz, reported;

- To date, 7 candidates have taken out papers for the annual Town Election
- As of this date, the Town Clerk, serving as the R.A.O. has received 8 records requests. Her office will continue to consider the best practices for this task.
- Dog licenses are currently being distributed
- The Town Clerk's office is continuing to monitor the population in both precincts. There is a good chance that the Town may be required to establish a 3rd precinct in the near future.
- The Clerk's office has requested, as a Capital request, two new voting machines

Agenda Posting

The Town Clerk requested the support of the Select Board in requiring Boards and Committees to post their own agendas to the website, through Virtual Town Hall. The Town Administrator is currently learning the process and will determine if the process is user friendly enough to expect Boards and Committees to take on the responsibility. The consensus of the Board was that this practice should be adopted if possible.

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	<p>Minutes may still be uploaded to the website via the Clerk's office. However, those wishing to post their own minutes must cc the minutes to the Town Clerk, as they are permanent records.</p>
Start Time for Town Election	<p>The Town Clerk requested that the Board consider the possibility of changing the start time for Annual Town Elections from 7:00 am to 7:30 am. She believes that consistency for all elections would be advantageous. She has submitted an article for the warrant that would make that change. The Board will consider the request. The Clerk explained that their decision will be necessary at the time that they sign the warrant for the Town warrant.</p> <p>The Clerk requested that the Board sign off on a letter to the Auditor of the Commonwealth that requests some remuneration for the costs that were incurred by the Clerk's office due to the States mandated early voting process. The Board signed the letter.</p>
National Town Clerk Cert. Award	<p>Ms Michanowicz presented a plaque to Jeanne Survell. She explained that Jeanne is the Assistant Town Clerk and in the past three years, Ms. Survell has attended classes earned the credits required to become a certified Municipal Town Clerk. Ms. Survell accepted the award and graciously thanked the Town of Sterling for allowing her the opportunity to attend the classes that were required to achieve this goal. The Board congratulated her on her success.</p>
School Maintenance and Lease	<p>The Board is displeased that the school lease and the maintenance agreement have not been amended per their request. The Board will attend the round table meeting in Rutland on Tuesday. The Board will forward their concerns, in writing, to the Town Administrator so that he might consolidate them and forward them to the School Superintendent, prior to that meeting. It is their hope that by alerting Mr. McCall about their concerns, the Superintendent will have answers readily available.</p>
TA Report	<p>Town Administrator Report 2/22/17</p> <p>Ross Perry stated that he was delighted to have been hired by the Town of Sterling. To date, he has met with or had meetings about:</p> <ul style="list-style-type: none">• Fin Com and Capital Planning Committees, a couple times, one before 2/13<ul style="list-style-type: none">○ He will attend the Saturday budget discussion with the departments• 1835 Committee and the Executive Director of the Architectural Access Review Board. It seems they are willing to work with the Town on access issues if/when the Town moves ahead with renovations.• Facilities and Energy Advisory Committee for discussions about HVAC replacements. At this point, he believes that holding off on the Butterick HVAC system replacement and moving the Library HVAC system up a year may be prudent.• Several departments have approached Mr. Perry with suggestions for using the now vacant space in the basement. He will work with Maureen to move this process ahead. In the meantime, he suggests looking into making this space usable as a meeting space for larger groups such as the Fair Committee.• He has spoken with Town Counsel about the Police Union Contract and on Feb 22, 2017 opened discussions with the Dispatch Union regarding their contract. He will update the Board further during Executive session.• Mr. Perry has updated the building closing decision process along with the notification process and will have a draft proposal for the board at a future meeting.• He met with the IT Committee and discussed an active plan to coordinate activities for daily operation issues, priority short term system fixes and long term IT strategy / architecture plans.

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	<ul style="list-style-type: none">• He attended the meetings with the Sterling Municipal Light Department and the Energy Advisory Committee. Both have completed many ECM (Energy Conservation Measures) to improve energy efficiency for municipal operations.• He has reviewed legal issues with Board of Health and Conservation Com.• Mr. Ross is meeting with department heads and will develop plans to keep the web pages up to date, including the meeting posting process and the digital building access system that was started a few months ago.
Public session	Mr. Russ Philpot requested that the chairman read a letter during public session. Mr. Philpot was unable to attend Public session. The letter requested details, regarding Sterling’s cost for the early election process. Mr. Philpot is concerned that the reported cost for this mandate was disproportionately high, when compared to other larger towns and cities. The Board will follow up with information.
Adjourn	Selectwoman Cranson moved to adjourn at 8:15. Selectman Lane 2 nd . Selectwoman Cranson – Aye. Selectman Lane – Aye. Chairman Kilcoyne - Aye. Motion carried.
	Materials: minutes, police report, Meeting House Hill Traffic Recommendation, TA report, proposed article to change time of elections, septic system report for schools, school lease