

TOWN OF STERLING  
BOARD OF SELECTMEN  
October 24, 2012

MEETING:

Selectman Furmaniuk called the meeting to order at 7:01pm. Roll call established that Ron Furmaniuk and Brain Patacchiola were present. **Vote:** Selectman Furmaniuk made the motion to approve agenda. Selectman Patacchiola 2<sup>nd</sup>. Unanimous.

Note: Selectman Sushchuk arrived at the meeting at 7:43 pm

Selectman Furmaniuk declared that the Sterling Lancaster Television as the only official electronic copy of the meeting.

**VOTE:** Selectman Patacchiola made the motion to approve the minutes of October 10, 2012. Seconded by Selectman Furmaniuk. Selectman Furmaniuk - Aye. Selectman Patacchiola - Aye.

PUBLIC HEARING:  
MGL 41 Sections A &  
C

**Personnel Policies:**

Selectman Furmaniuk opened the Public Hearing and read the Advertisement that had been posted pursuant to the Massachusetts General Law.

**Grievance Procedure:** This policy was previously rescinded by the former Personnel Board. Selectman Furmaniuk asked if anyone in the audience had comments. None had. Selectman Patacchiola made the motion to approve the Grievance Procedure Policy. Selectman Furmaniuk 2nd. **VOTE:** Selectman Patacchiola – Aye. Selectman Furmaniuk – Aye.

**Drug Free Work Place Policy:** This policy was previously rescinded by the former Personnel Board. Selectman Furmaniuk asked if anyone in the audience had comments. None had. Selectman Patacchiola made the motion to approve the Drug Free Work Place Policy as amended to include the MART Drug and Alcohol Policy. Selectman Furmaniuk 2nd. **VOTE:** Selectman Patacchiola – Aye. Selectman Furmaniuk – Aye.

**Employment Policy:** This policy was previously rescinded by the former Personnel Board. Selectman Furmaniuk asked if anyone in the audience had comments. None had. Selectman Patacchiola made the motion to approve the Employment Policy. Selectman Furmaniuk 2nd. **VOTE:** Selectman Patacchiola – Aye. Selectman Furmaniuk – Aye.

**Harassment Policy:** This policy was previously rescinded by the former Personnel Board. Selectman Furmaniuk asked if anyone in the audience had comments. None had. Selectman Patacchiola asked if this policy would be retroactive. The Town administrator stated that she didn't believe that was the case. Selectman Patacchiola made the motion to approve the Harassment Policy. Selectman Furmaniuk 2nd. **VOTE:** Selectman Patacchiola – Aye. Selectman Furmaniuk – Aye.

Personnel Bd.  
Appointment

Mr. Bruce Baker was not present. He will be invited to the next Selectmen's meeting on November 7<sup>th</sup> in order to be interviewed by the Moderator and Selectmen.

Monthly Police  
Report:

Chief Gary Chamberlain was present to deliver the reports for August and September 2012.

**Highlights for August included;**

- Officer David Johnson was appointed temporary sergeant and is filling in on the 3-11 shift

during another's absence.

- Bicycle helmets were donated by the Minuteman Road Club and given away at the Public Safety Day at the Fire Station on October 13<sup>th</sup>. Contestants were between the ages of 5 – 10 and drew pictures of themselves wearing a helmet while participating in a sport or other activity.
- CodeRed was used to warn residents in the area of Heywood & Rowley Hill area about a rash of thefts from unsecured vehicles.

A meeting was set up to address the safety issues at Chocksett Crossing intersection.

Statistics for August:

- 7 Arrests
- 27 incidents
- 26 citations issued during 74 motor vehicle stops
- 8 car crashes (1 at Chocksett Crossing)

***Highlights for September;***

- Calibration of Radar Equipment
- CPR, AED and First Aid Certification were completed for the entire department.
- Mr. James Turner was hired and has begun training as a part-time dispatcher.
- A incentive grant for the dispatch center was received in the amount of \$21,900.00
- Handgun training is now held at the Sterling Police Station. Call for reservations.
- Meeting was held concerning Chocksett Crossing. Result – Road Safety Audit.

Statistics for September:

8 arrests

16 citations issued during 53 motor vehicle stops

7 accidents

Change in Manager  
for the 140 Club

Mr. Stephen Kilcoyne was not present. He will be invited to the next Selectmen's meeting on November 7<sup>th</sup>.

Discuss 1835 Town  
Hall

Article 5 for Special Town Meeting:

Vern Gaw presented :

Estimate of Engineering cost of the 1835 Town Hall septic hookup to the Fire station and costs to connect to and enhance the existing treatment system at the Fire station. This estimate includes a nitrogen processing system.

- Engineering \$11,700.00
- Town Hall end \$47,000.00

Other Plans - in  
regard to the 1835  
Town Hall

- Fire Station end \$30,000.00
- TOTAL \$88,700.00

Mr. Gaw stated that easement agreements, required to accommodate these septic hookup lines had not, as of yet, been solidified.

Mr. Gaw also stated that the 1835 Building Committee has been looking for available grants and that they will be applying for grants in December. Additionally, he presented the Select Board with a list of possibilities and cost estimates for additional improvements to the 1835 Town Hall, Mr. Gaw stated that these *additional* improvements could be addressed in the future, while the CORE Project is required in the immediate future.

Mr. John Kilcoyne, Chair of the Finance Committee, spoke on his own behalf. He voiced his concerns about whether the voters would approve BOTH the 1835 Project AND the Senior Center project, since they would essentially duplicate usable space. He also reported that the Finance committee has decided not to support the article to implement a new septic hookup since the current septic system is functioning.

The Select Board stated that the 1835 Town Hall project(s) are a long term investment and that financing needs to be addressed. The Board then decided to revisit this issue at a later date.

Quarterly Review of  
Goals

1. Address Government Study Recommendations:

The Select Board has discussed 12 Government Study recommendations including:

- Policies and procedures
- Powers/Responsibilities of the Town Administrator
- Re-organization
- Establishing a Town Charter
- Amending/Reinstate Bylaws
- Organizational Chart
- Resources handbook/Website
- Library Classification
- Mission Statement and the Role of the Select Board

They have met with the Library, the Planning Board, the Earth Removal Board and the DPW Board regarding the Government study recommendations.

2.Planner/Grant Writer/Economic Development

Selectman Patacchiola has recently spoken with Glenn Eaton of the Montachusett Regional Planning Commission. The Town may be interested in zoning, planning, economic development, resource management, infrastructural upgrades and a part-time Planner. Currently, Selectman Patacchiola is awaiting a letter from the MRPC in regard to those services that may be provided to the Town at no cost or reduced cost.

3. Complete the Vault

The vault Building Committee has received the final bids for the construction of the vault. The Board supports the Vault Articles that will be voted upon at the Special Town Meeting.

#### 4. Paperless Meetings

Karen Pare, the IT coordinator, has developed a low cost option to address the paperless meeting issue. An additional "drive" will be added to the Administrator and Executive Assistant's computers in order for them to upload material that will then be available to the selectmen.

Selectman Patacchiola reports that he does not have a laptop computer to use at the Selectmen's meetings. Karen Pare will be notified of this need.

It is the intention to implement a Trial Run of the paperless meeting by the end of the year.

#### 5. Policy and Strategy meetings:

The Select Board has been holding Strategy and Policy meetings which have convened on Sept. 4<sup>th</sup> and Oct 15<sup>th</sup>. The next meeting is scheduled for Dec. 12, 2012. The consensus of the Board was that they preferred to conduct business in a pro-active manner.

Discuss wording of  
Article 11 and Sign  
Town Meeting  
Warrant

The Selectmen discussed the options for wording to be included in the Town Warrant for Article 11 – Creation of an Economic Development Committee. **VOTE:** Selectman Furmaniuk made the motion to accept the draft that incorporates the suggestions of Jeff Donaldson, along with references to Chapter 71. Selectman Paul Sushchuk 2<sup>nd</sup>. All in Favor.

The Board signed the Special Town Meeting warrant.

ICMA Conference

Terri Ackerman attended the ICMA Conference in Arizona. She reported upon her experience.

MMA Conference

The Massachusetts Municipal Association Meeting & Trade Show will be held at the Hynes Convention Center and Sheraton Boston Hotel, Boston on January 25 & 26, 2013. The selectmen were made aware of this meeting and reminded to register as soon as possible, if they wish to attend.

Accept Resignation of  
Patrick Fox

Patrick Fox resigned from the Historical Commission in order to accept a position with the Finance Committee. **VOTE:** Selectman Patacchiola made the motion to accept the resignation of Patrick Fox from the Historical Commission. Selectman Furmaniuk 2<sup>nd</sup>. All in favor.

Accept Resignation of  
James Kelley.

James Kelley resigned as the Human Resources Director in order to accept a full time position in Stoughton. The selectman voiced their regret at the loss of Mr. Kelley, as the HR Director and stated that he had been a great asset to the Town. Selectman Patacchiola made a motion to accept Mr. Kelley's resignation. Selectman Furmaniuk 2<sup>nd</sup>. All in favor.

Transition and hiring  
of new HR Director

The Town is currently advertising for a new Human Resource Director. Resumes are due by October 31<sup>st</sup>. In the interim, Kristen Dietel will assist with the clerical duties within the Human Resources Department.

**VOTE:** Selectman Furmaniuk made a motion to appoint Terri Ackerman, Jed Lindholm and Pat

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Requests for use of  
Town Property

Campbell to act as the Screening Committee. They will conduct the preliminary interviews and present the finalists to the Board for final consideration.

The Board discussed the recent use of Town property, the Municipal parking lot, for a Pro-life carwash fundraiser for the students of the Trivium School, in Lancaster. Anne Hougham was present with family and members of the school. She stated that she and her family live in Sterling and that the young people were trying to raise money to attend a pro-life rally. She stated that she had held many carwashes, in the past without incident. The only difference this time was the cause.

Over the past weeks, several people voiced their concerns. They did not favor the use of Tax payer resources (water and space) by organizations with political agendas.

Chairman Sushchuk stated that the Board has the ability to regulate the use of Town property. However, he cautioned that the right of free speech was at the crux of this issue. The consensus of the Board was to give this issue more consideration and to revisit it at a future meeting.

Office Space in the  
1835 Town Hall

Selectman Patacchiola recommended that the Selectmen temporarily use the small storage space, that is currently vacant, on the second floor of the 1835 Town Hall as file room/office space.

The A.D.A coordinator, Matt Marro was consulted. He reported the following:

1. The ADA would allow this due to the fact that there is little to no renovation going on in that space. The accommodation process would be sufficient as long as the same experience can be had on the 1<sup>st</sup> floor as would be had on the 2<sup>nd</sup>.
2. The MAAB (the Architectural Access Board – State Building code) differs from the obligations of the ADA. The MAAB (Section XX.XX) requires that vertical access be provided due to the fact that a space that was private is now public. However, a variance could be sought from this section and they would most likely need to have a copy of the accommodation process as part of the variance package.

Mr. Ken Stidsen, who is a member of the A.D.A. Review Committee, addressed the Board and stated that it was the Town's responsibility to *eliminate* architectural barriers for the disabled and elderly. He stated that the use of this space would "be a step backward" in the Town's endeavor to make public buildings/spaces more accessible. Therefore, he asked that this space not be used by the Selectmen.

Upon consideration, this issue was tabled.

Holiday Planning

Holiday Party:

After discussion, it was the consensus that the Select Board should hold their annual holiday breakfast on December 21, 2012 in the Butterick Building. All Employees, volunteers, and the public are invited to attend.

Holiday Hours:

The following was decided:

The Town Hall building will be closed to the public on Friday, November 23<sup>rd</sup>. Employees are encouraged to use vacation or personal time.

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Adjourned

The Town Hall Building will be closed to the public on Monday December 24<sup>th</sup>.

The next Selectman's Meeting will be on November 7<sup>th</sup>. The Special Town Meeting will be held on November 13<sup>th</sup>.

Chairman Sushchuk made the motion to adjourn at 9:28. Selectman Furmaniuk 2<sup>nd</sup>. All in favor.