

Selectmen's Strategy and Policy Meeting
December 10, 2012

All of the Selectmen were present. The meeting began at 7:02.

Selectman Furmaniuk made the motion to accept the agenda. Selectman Patacchiola 2nd. All in Favor.

Selectman Patacchiola made the motion to approve the minutes from October 17th meeting. Selectman Furmaniuk 2nd. All in favor.

Government Study Recommendations for Consideration

#2A Approve Agenda Request Form.	At the last policy meeting, Selectman Furmaniuk had requested that the Agenda request forms that are available at the Selectmen's office should require the same information as is required on the web page. VOTE: Chairman Sushchuk made a motion to approve the new agenda form. . Selectman Patacchiola 2 nd All in Favor.
#2B Approve BOS Policies and Procedures	<p>1. Role of the Selectmen</p> <p>The Selectmen discussed this policy and stated that it codifies, in writing, long held practices and that it will enhance the public's understanding of what the Board can and can not do. It was decided that the policy should include the statement that 'the Board of Selectmen needs to set guidelines and direction for the Town Administrator'.</p> <p>2. Role of the Town Administrator</p> <p>The selectmen asked that, in the third paragraph, be changed to read: If a selectman or member of the public requests assistance, information or a special project from an employee and this project will require more than 30 minutes to respond to, it shall be referred to the Town Administrator, who may, if necessary, refer it to the Chairman for placement on the next agenda for discussion and possible approval.</p> <p>The Chairman explained that the purpose of this is to set some guidelines for large ad-hoc projects. The Board will decide if it is necessary and a good use of employee resources since employees have daily responsibilities that must be achieved in order for the Town Government to run smoothly.</p>
#3 Review and approve "Role of the Town Administrator"	The chairman explained that the draft special act under item 6 contains a comprehensive description of the job of Town Administrator.
#6 Discuss/draft language for changing Government structure – Special Act	The Board reviewed the draft language for government structure and the Government Study recommendation that the Board be increased from 3 to 5 members. The consensus was that the Board functions efficiently with its current number of members. However, the Board thought it prudent to provide for the eventuality of a larger population. They asked the Town Administrator to draft a policy that may be adopted at Town Meeting. The policy would state that, in the event that the official population of Sterling increases to 10,000 or more inhabitants in any given year, the selectmen may propose, at the next Annual Town Meeting, that the Board of Selectmen be

	<p>increased from 3 to 5 members. Upon Town Meeting approval, there shall be 2 members added to the Board of Selectmen, at the following Town Election, one to serve a term of 2 years and one to serve a term of 3 years, and thereafter for the five members to serve staggered terms.</p> <p>VOTE: Chairman Sushchuk made a motion and agreed to place it on the Annual Town Meeting warrant, as written, after review by Town Counsel. Selectman Furmaniuk 2nd. All in favor.</p>
#5B Consolidation of the Earth Removal and Planning Boards	<p>The Select Board reviewed the current Earth Removal Bylaw and discussed the Government Study recommendation to consolidate the Earth removal function with the Planning Board. VOTE: Selectman Furmaniuk made a motion to support the consolidation of the Earth Removal Board with the Planning Board. Selectman Patacchiola 2nd. Selectman Furmaniuk – Aye. Selectman Patacchiola - Aye. Selectman Sushchuk – Nay. The article will be brought to Town Meeting for the voters to make the final decision.</p>
#5C Further discuss the change of the DPW Board from an elected, autonomous Board to an Advisory Board	<p>The Board was unanimous in praising the current DPW board for their expertise and dedication to the Town. The Select Board was in unanimous agreement that the technical expertise of the DPW Board will continue to be needed in public works. However, there is a need for streamlining and re-organizing Sterling’s government as recommended by the Government Study Committee.</p> <p>After discussion, the consensus of the Board was that the DPW Board should:</p> <ul style="list-style-type: none"> • Cease to be an autonomous, elected Board • Be appointed by the Select Board • Continue to manage, however, in an advisory capacity • Come under the authority of the Select Board <p>The DPW Superintendent of the DPW would be hired by the Select Board, with the advice and consent of the DPW Board.</p> <p>VOTE: Selectman Patacchiola made a motion to support and propound, at Town Meeting, an article that would change the status of the DPW Board from autonomous to advisory. Selectman Furmaniuk 2nd. All in favor.</p>
Mission Statement	<p>Selectman Furmaniuk submitted a mission statement for consideration:</p> <p>The mission of the government of the Town of Sterling is to ensure the safety, education and well-being of the community; to be a leader in the delivery of efficient and effective quality services that respond to community needs; to promote the continuous improvement of staff skills and performance; to encourage an environment of trust; to respect cultural and economic diversity; to continually support a strong economic base for the community; and to preserve the historic character of the community</p> <p>VOTE: Selectman Patacchiola made the motion that the board adopt the</p>

	mission statement. Selectman Sushchuk 2 nd . All in favor.
#12 Update: Electronic Citizen Handbook	Presently, Frequently Asked Questions, with the answers, are being solicited from the Town Departments. The intention is to provide links on the Town Web-site homepage, through a section named "How Can I?". It was suggested that this be a searchable site. The board will receive updates on this project, until it is completed in April.
Planning Items:	<p>Over the past few months, Selectman Patacchiola met with the (MART) Montachusett Regional Transit Authority regarding transportation. The MART may, in the future, be able to provide an additional van, in order to provide additional transportation to the residents. This second van might also be used to shuttle people from Sterling to the Fitchburg train station.</p> <p>The MART Directors may be future guests on the Faces of Sterling cable program.</p> <p>Selectman Patacchiola will continue to engage in talks with the MART Directors and to keep the Board apprised of the outcome of these discussions.</p>
Accept a report from Selectman Patacchiola in regard as to whether the MRPC is both willing and able to provide free services to the Town of Sterling	<p>The (MRPC) Montachusett Regional Planning Commission offers 8 hours of free GIS assistance per each of its member Towns. They will also provide a variety of different types of service at varying levels of cost. Some services include but are not limited to:</p> <ul style="list-style-type: none"> • Guidance on solutions for the Chocksett Road Intersection problem. • Route 12 corridor analysis • Grant writing assistance <p>Many services that deal with planning are fee based. The Board of Selectmen may consider paying the MRPC for assistance in the establishment of criteria for a full-time Town Planner. This idea will be further discussed at the next policy meeting</p>
Next meeting	February 4 th @ 7:00PM

Adjourned

VOTE: At 8:20 Selectman Furmaniuk made the motion to adjourn. Selectman Patacchiola 2nd. All in favor