

BOARD OF SELECTMEN

MINUTES

MAY 23, 2012

MEETING: Selectman Sushchuk called the meeting to order at 7:00 PM. Roll call established that Selectman Furmaniuk, Sushchuk and Patacchiola were all present.

Selectman Sushchuk welcome Brian Patacchiola to the Select board.

Selectman Patacchiola thanked everyone who helped him during his campaign and stated that he was eager to get to work. He made one promise and that was that he would treat everyone with respect and dignity, just as he would expect to be treated.

RE-ORGANIZATION: Selectman Furmaniuk made the motion to re-organize and made the motion to appoint Selectman Sushchuk as the new chair, 2<sup>nd</sup> by Selectman Patacchiola. All in favor.

Selectman Furmaniuk made the motion to appoint Selectman Patacchiola as the Select Board's clerk, 2<sup>nd</sup> by Chairman Sushchuk. All in favor.

AGENDA: Selectman Furmaniuk made the motion to approve the agenda with an amendment made by Selectman Patacchiola to add for discussion under Future Agenda Items, Town Administrator's tracking system. 2<sup>nd</sup> by Selectman Patacchiola. All in favor.

MINUTES: Chairman Sushchuk made the motion to approve the minutes of March 14, 2012 as submitted, not to be released. 2<sup>nd</sup> by Selectman Furmaniuk.  
Selectman Furmaniuk made the motion to approve the May 9<sup>th</sup> minutes, 2<sup>nd</sup> by Chairman Sushchuk.  
Selectman Furmaniuk made the motion to approve the Executive Session minutes of May 9<sup>th</sup>, to be released as issue has been resolved. 2<sup>nd</sup> by Chairman Sushchuk.

INSPECTOR GENERAL

RESPONSE: Chairman Sushchuk informed the Board he received a response from the Inspector General, Gregory Sullivan, and long story short, the inquiries with respect to the procurement issues have been resolved. It was reported that the procurement files proved to demonstrate that the procurement laws had been followed with the exception of two cases, when Ms. Ackerman acknowledged the deficiency and promised to correct in the future. Ms. Ackerman was at all times responsive and proved to be knowledgeable in the application of procurement laws.

Chairman Sushchuk asked that the letter be posted to web and considered the questions on procurement closed.

## TOWN ADMINISTRATOR'S

### FOLLOW-UP:

Ms. Ackerman reported that there will be a recount on the Board of Health race on Wednesday, May 30, 2012 at 4:15 due to the close vote. The Town Clerk congratulated all who worked on Election Day for a great job and to all the candidates who ran.

Ms. Ackerman received a copy of Russell Philpot's resignation from the Vault Committee. She commented on the list of vacancies, reading the list of open positions on boards and committees and encouraged residents to volunteer to serve.

The Part-time custodian positions are being advertised.

The Memorial Day parade is on Monday, May 28<sup>th</sup> at 11:00 AM.

7:15 PM

### MONTHLY POLICE

#### REPORT:

Chief Chamberland met with the Board of Selectmen, giving the April 2012 update. He reported that Officer Plouffe completed his certification on Emergency Medical. The Chief informed the Board that he received praise reviews on Louis Massa, the Animal Control Officer, from individuals he has helped. The Board was told that the interviews for the Administrative Assistant have started.

The Chief was then asked to report on the 140 Rendezvous Club, at which time Chairman Sushchuk recused himself. The Board reviewed correspondence from the Chief and the Building Inspector informing them they had inspected the 140 Rendezvous Club to see if the conditions laid out by the Board was met. The Chief reported everything was done and completed.

Mr. Kilcoyne, owner of the 140 Rendezvous Club, asked for permission to open the outdoor area for the whole weekend, Saturday, Sunday and Monday. Selectman Furmaniuk stated that in his opinion the timeline was not intended to state Memorial Day, but the whole weekend.

Selectman Patacchiola questioned if the change would be setting a precedent.

Selectman Furmaniuk made the motion to amend the restriction to include Memorial Day Weekend, 2<sup>nd</sup> by Selectman Patacchiola.

Mr. Kilcoyne then questioned the occupancy and if the occupancy outside could mirror the inside. He was informed that he needed to request the change in writing to the Building Inspector.

**AUDITOR CONTRACT:** The Board reviewed the auditor's contract for Scanlon Associates and the option to renew for 2 years. Ms. Ackerman informed the Board that both the Town Accountant and Treasurer approve the renewal with Scanlon Associates. Selectman Furmaniuk made the motion to extend the contract with Scanlon Associates recognizing the support of the Town Accountant and Treasurer, 2<sup>nd</sup> by Selectman Patacchiola. All in favor.

Selectman Patacchiola will be given a copy of the management letter.

**YEAR END TRANSFER:** Ms. Ackerman informed the Board that the yearend transfer is correcting placement of the money in the correct line item after town meeting. The money, \$3630.00, was voted in STM Article #6, and is being apportioned between the Library Salaries and Wages. Selectman

Patacchiola made the motion to approve the transfer of \$3630.00, 2<sup>nd</sup> by Selectman Furmaniuk. All in favor.

**APPOINTMENTS:** Selectman Furmaniuk made the motion to appoint Peter Downey to the Fair Committee until June 30, 2013. 2<sup>nd</sup> by Selectman Patacchiola. All in favor.  
A review of the Fair Committee members needs to be done, to determine the treatment of non-resident members.  
Selectman Furmaniuk made the motion to appoint Andrea Driscoll, Diane Pederson and Margaret Spaulding to the Cultural Committee for a term of 3 years to expire June 30, 2015. 2<sup>nd</sup> by Selectman Patacchiola. All in favor.  
Selectman Furmaniuk made the motion to appoint Jo-ann Cummings to the 1835 Town Hall Committee for a term of 2 years to expire June 20, 2014. 2<sup>nd</sup> by Selectman Patacchiola. All in favor.

#### RESIGNATION FROM

**FINANCE COMMITTEE:** The Selectmen discussed Larry Pape's resignation from the Finance Committee and the fact that it was held in abeyance in hopes that he would reconsider. The Board reported there has been no contact from Mr. Pape, therefore Selectman Patacchiola made the motion to accept his resignation with regret, 2<sup>nd</sup> by Selectman Furmaniuk. All in favor.

#### TOWN CLERK

**REQUEST:** The Selectmen reviewed a request from Dawn Michanowicz, the Town Clerk, for the Board to approve and authorize the Clerk's office to request the hanging of Town Meeting and Election banner stating dates and times over Main Street. Past practice had the Chairperson granting permission for the banner to be hung which has delayed informing residents of important dates. Mr. Sheppard encouraged the Board to approve this request as well as using the electronic sign and sandwich boards to make sure that residents in Sterling are informed of the town meeting dates and times. Mr. Sheppard informed the Board that he was willing to utilize his stipend to update or buy a new banner.  
Selectman Furmaniuk approved Ms. Michanowicz request, 2<sup>nd</sup> by Selectman Patacchiola. All in favor.

**FUTURE AGENDA:** The Select Board discussed the topics for the next agendas and Selectman Patacchiola asked that the topic of the tracking system and streamlining the list be put on the agenda for June 20<sup>th</sup>. Chairman Sushchuk informed the Board that he would not be available for the June 6, 2012 meeting.

#### IT CONSULTANT

**CONTRACT:** Ms. Ackerman informed the Board that the RFP for the IT Consultant was done in November of 2011 and granted to Stillwater Computer Services for January 1, 2012 to June 30, 2012 with the option to renew for the next 3 fiscal years FY13 through FY15. Stillwater Computer Services has been working for the past 6 months and performing well above and beyond the scope of their work. Chairman Sushchuk asked in the RFP was in compliance with the procurement regulations and was told yes.

Selectman Furmaniuk made the motion to extend the contract to 2014 since the bid process was only done six months ago, 2nd by Selectman Patacchiola. All in favor.

PERFORMANCE  
REVIEW OF TOWN  
ADMINISTRATOR:

The Board of Selectmen began the performance review for the Town Administrator, Terri Ackerman, by outlining the process, hearing Ms. Ackerman report on the goals set for the year, reviewing her accomplishments and then each Selectman, Furmaniuk and Sushchuk, giving a comprehensive score on the evaluation factors of the performance evaluation. The Board members agreed that Ms. Ackerman should continue in training and education and reminded her that there is always room for improvement. Chairman Sushchuk stated that he would be spending more time with Ms. Ackerman and encouraged the other two board members to do so, he stated that nothing runs by remote control and each should spend time going over the issues at hand and what needs to be done to meet the needs of the town.

Chairman Sushchuk stated that the Town Administrator's goal should be to support the Select Board, helping them to achieve their goals and to provide guidance when needed. He added he would like her to continue working on applying for and obtaining grants.

Selectman Furmaniuk stated he would like to see Ms. Ackerman assist in the implementations listed in the Government Study report. He also suggested a Town Administrator's blog, updating the residents on facts and important issues before the Selectmen.

Selectman Patacchiola added that he would like Ms. Ackerman to keep an open mind to changes that may come before her.

The Board members discussed the 2013 evaluation and starting the process earlier so that a full board will be participating in the evaluation. A mid-year evaluation was also suggested.

ADJOURNMENT: Before adjourning the Board agreed to hold a meeting July 11<sup>th</sup> in place of a July 4<sup>th</sup> meeting because of the holiday.  
A motion was made and seconded to adjourn the meeting at 9:18 PM.

RESPECTFULLY SUBMITTED

BRIAN J. PATACCHIOLA  
CLERK