

TOWN OF STERLING  
BOARD OF SELECTMEN  
June 16, 2015

MEETING:

Minutes

Chairman Cutler called the meeting to order at 7:00. Roll Call: Vice Chairman Kilcoyne – Present. Chairman Cutler - Present. Selectwoman Cranson - present

Selectman Kilcoyne moved to approve the public minutes of June 1, 2015. Selectwoman Cranson 2<sup>nd</sup>. Selectman Kilcoyne – Aye. Chairman Cutler - Aye. Selectwoman Cranson – Aye. Motion Carried.

Selectman Kilcoyne moved to approve the Executive minutes of June 1, 2015. Not to be released until the matter is concluded. Selectwoman Cranson 2<sup>nd</sup>. Selectman Kilcoyne – Aye. Chairman Cutler - Aye. Selectwoman Cranson – Aye. Motion Carried.

Town  
Administrator  
Contract  
Approval

After discussion, Selectman Kilcoyne moved to approve the Town Administrator's contract, as written. Selectwoman Cranson voiced her reticence in a 3 year appointment. Chairman Cutler 2<sup>nd</sup>. Selectman Kilcoyne – Aye. Chairman Cutler - Aye. Selectwoman Cranson – Opposed. Motion Carried.

Management  
Letter

Selectman Kilcoyne gave a quick rundown on the points brought forth in the auditor's management letter. The Auditor will address the Board at their next meeting.

CDBG Grant

Mr. Richard Maki addressed the Board. He has proposed legislation that was filed by Representative Naughton. House Bill 3429 would introduce a "Circuit Breaker" amendment in the formula that is used for the Federally funded Community Development Block Grant. It would introduce a more fair distribution formula that would provide a competitive opportunity for every city or town in the Commonwealth to gain assistance in funding locally important projects. Mr. Maki asked the Board for their support. Selectman Kilcoyne moved that the Board have the Town Administrator draft a letter of support for Bill H3429. Selectwoman Cranson 2<sup>nd</sup>. Selectman Kilcoyne – Aye. Chairman Cutler - Aye. Selectwoman Cranson – Aye. Motion Carried.

Monthly Police  
Report

Chief Chamberlain addressed the Board regarding his report for May 2015.

**Personnel, Training and Equipment:**

Trainings that were held during the month. They were aimed at the dispatch center. Three courses were given. Legal updates for dispatchers, Basic critical incident response, liability for 911 dispatchers.

- Chief attended in service annual training.
- Underwent juvenile cell inspection.
- Issued a Letter of Commendation to Officer Fugere

**Community Interaction:**

- Little League Parade was held officers provided traffic control.
- Attended grand opening of Davis Farmland exhibit.
- Provided traffic control for the Memorial Day Parade.
- Scheduled a handgun safety class for June 18th.
- Department attended the tree dedication to Mr. Ritter.
- Officers attended Farmer's Market.

**General Police Business:**

Policy and Procedure regarding the implementation of Nasal Naloxone issued. Officers are now carrying overdoses kits on patrol. Officer Ferguson was instrumental in the implementation of project.

- Met with the organizers of Orange Reunion Drag Race event scheduled to take place on 20 June 2015 at the Sterling Airport.
- Three arrests during the month; one domestic, one driving under the influence, one motor vehicle offense and drug possession.
- Twenty-six citations issued during sixty-two traffic stops.

# Selectmen's Meeting Minutes

June 16, 2015

|                                  |   |
|----------------------------------|---|
|                                  | <ul style="list-style-type: none"><li>Seven traffic crashes during the month. One on Leominster Rd. (Deer Strike)</li></ul>   |
| Flying Club Update               | <p>The flying club that currently uses the area behind the police station has settled in. They have requested that the Board approve the placement of a truck pod, instead of a shed, in order to store their equipment. After discussion, Selectmen Kilcoyne moved that the board approve of the truck pod. Selectwoman Cranson 2<sup>nd</sup>. Selectman Kilcoyne – Aye. Chairman Cutler - Aye. Selectwoman Cranson – Aye. Motion Carried.</p>  |
| DTLA Grant                       | <p>The Town Administrator requested that the Board approve the District Local Technical Assistance Program (DLTA), through the MRPC to be used to assist the Town of Sterling in moving forward on the drafting of a new sign bylaw. It is the Boards desire to have a new sign bylaw ready for the Special Town Meeting in October. After discussion, Selectmen Kilcoyne moved that the board approve the request for service through the DLTA program, in order to use the service to draft a new sign bylaw. Selectwoman Cranson 2<sup>nd</sup>. Selectman Kilcoyne – Aye. Chairman Cutler - Aye. Selectwoman Cranson – Aye. Motion Carried.</p>   |
| MART Appointment                 | <p>After discussion, Selectwoman Cranson moved that Mike Szlosek and John Kilcoyne be appointed to jointly represent the Town of Sterling for the Montachusett Regional Transit Authority. Chairman Cutler 2<sup>nd</sup>. Selectman Kilcoyne – Aye. Chairman Cutler - Aye. Selectwoman Cranson – Aye. Motion Carried.</p> <p>After discussion, Selectwoman Cranson moved that John Kilcoyne be appointed to represent the Town of Sterling as an alternate for the Montachusett Regional Planning Commission. Chairman Cutler 2<sup>nd</sup>. Selectman Kilcoyne – Aye. Chairman Cutler - Aye. Selectwoman Cranson – Aye. Motion Carried.</p>  |
| MRPC Appointment                 | <p>After discussion, Selectwoman Cranson moved that John Kilcoyne be appointed to represent the Town of Sterling on the Montachusett Joint Transportation Committee. Chairman Cutler 2<sup>nd</sup>. Selectman Kilcoyne – Aye. Chairman Cutler - Aye. Selectwoman Cranson – Aye. Motion Carried.</p>  |
| MJTC Appointment                 | <p>Selectwoman Cranson reported that her primary goal is to increase communication. She proposes that Boards and committees be invited to the BOS meetings, in order to discuss their objectives and the progress that they are making. Selectman Kilcoyne would like to get legal expenditures under control. After discussion, the Board requested that the goals be considered at the next meeting. They would like to review last year's goals. Department Heads will be reminded and perhaps a form implemented that would assure that legal counsel is consulted only after all other avenues have been exhausted. Selectman Kilcoyne would also like to implement and monitor the recommendations put forth by the auditor. Selectman Kilcoyne will present specifics regarding this goal at a future meeting.</p>               |
| Goal Review                      |   |
| Building Commissioner Interviews | <p>The Board interviewed Mr. Bentley Herget. Mr. Herget is currently employed in the City of Fitchburg. Mr. Herget would be available to work within the building inspector's office during regular hours. This is a part time position.</p> <p>The Board also interviewed Mr. Tony Zahariadis. Mr. Zahariadis currently works part time for Clinton, Boylston, Lancaster and Berlin. Mr. Zahariadis has worked previously for the Town of Sterling and proposes that he be paid a salary to be available on an as needed basis.</p> <p>After discussion, Selectwoman Cranson moved that the Board postpone making a decision until the Town Administrator has done due diligence in background checks. Chairman Cutler 2<sup>nd</sup>. Selectman Kilcoyne – Aye. Chairman Cutler - Aye. Selectwoman Cranson – Aye. Motion Carried.</p> |
| Finance and                      | <p>Mr. Robert Brown was present to represent the Finance Committee in joint appointments for the Finance and Capital committee re-appointments. Amrith Kumar, as Moderator, also participated. After discussion, the moderator made a motion to appoint Barbara Bartlett to the Finance Committee for a term of 3 years, to commence on July 1, 2015. Selectman Kilcoyne 2<sup>nd</sup>. Chairman Cutler cast the Boards vote –Aye. The moderator voted - Aye and Mr. Brown voted – Aye. Motion Carried.</p>  |

# Selectmen's Meeting Minutes

June 16, 2015

## Capital Joint Appointments

The moderator made a motion to appoint Mary Cliett to the Finance Committee for a term of 3 Years, to commence on July 1, 2015. Selectman Kilcoyne 2<sup>nd</sup>. Chairman Cutler cast the Boards vote – Aye. The moderator voted - Aye and Mr. Brown voted – Aye. Motion Carried.

The moderator made a motion to appoint Joseph Sova to the Finance Committee for a term of 3 years To commence July 1, 2015. Selectman Kilcoyne 2<sup>nd</sup>. Chairman Cutler cast the Boards vote –Aye. The moderator voted - Aye and Mr. Brown voted – Aye. Motion Carried.

The moderator made a motion to appoint Arden Sonnenburg to the Capital Committee for a term of 3 years to commence July 1, 2015. Selectman Kilcoyne 2<sup>nd</sup>. Chairman Cutler cast the Boards vote –Aye. The moderator voted - Aye and Mr. Brown voted – Aye. Motion Carried.

A joint meeting will be held on July 1, 2015 to consider the joint appointment for the Personnel Board.

## Special Town Meeting Date

After discussion, Selectwoman Cranson moved that the Special Town Meeting be set for October 19<sup>th</sup>, 2015. Selectman Kilcoyne 2<sup>nd</sup>. Selectman Kilcoyne – Aye. Chairman Cutler - Aye. Selectwoman Cranson – Aye. Motion Carried.

The Town Administrator proposed that the warrant open on July 15<sup>th</sup> and close on August 28, 2015. Articles must be submitted in complete and final form with all attachments in Ms Word format. The Town Administrator will help to format an article that will establish a bylaw regarding the rules for running Town Meeting.

## TA Report

Last week the Fire station roof and the police station roof were inspected by three contractors. The police station roof will need to have ice and water dams installed. Quotes will be solicited. The Fire Station roof is problematic. An architect with a specialty in building envelope will be solicited through an RFP to fix the roof's design flaws.

The Town Administrator will draft an RFQ for designer services for approval by the Board.

The slate roof on the library will be repaired at a cost of 2400.00. The Facilities budget will cover the cost and the repair will begin immediately.

The Earth Removal Board met and issued a cease and desist order to 38 Clinton Road. The developer will need to apply for another permit from the Earth Removal before he can continue.

The Route 12 and Chocksett Road project is currently scheduled to begin in 2016 at a cost of 4.7 million. The Town Administrator will attend the upcoming MPO meetings to make certain that the project stays on the TIP list.

The Town Administrator has been working on the Personnel Handbook. He hopes to finish it in the near future and to submit it to the Personnel board and then the Board of Selectmen and Department Heads for input and approval.

Procurements for IT services has ended. Three submissions were received.

One submission has been received for the Assessors services.

An owners project manager will be procured through an RFQ to assist the Light Department in upgrading electrical, heating and other energy devises within Municipal buildings. The money for this project was obtained through a grant. The first building to be improved is the DPW.

School contract negotiations have been stalled. The Town Administrator wishes to discuss this negotiation with the Board in Executive session.

The owners of the Black Sheep tavern will attempt to permanently alleviate the problem of water freezing on the road, by means of a proposed dry well on the property.

Departmental meetings will begin in the near future.

## Public Session

No one spoke.

## Adjourned

At 10:44 Selelctman Kilcoyne moved that the Board Adjourn. Selelctwoman Cranson 2<sup>nd</sup>. Selectman Kilcoyne – Aye. Chairman Cutler - Aye. Selectwoman Cranson – Aye. Motion Carried.

*materials list: minutes, joint appointment list,letter re: H3429,one day liquor apps.,management ltr,police report, DLTA info,resumes*

Selectmen’s Meeting Minutes  
June 16, 2015