

TOWN OF STERLING
BOARD OF SELECTMEN
July 15, 2015

MEETING:

Chairman Cutler called the meeting to order at 6:35 PM. Roll Call: Vice Chairman Kilcoyne – Present. Chairman Cutler - Present. Selectwoman Cranson - present
At 6:37 pm Chairman Cutler made a motion to enter into Executive Session, pursuant to MGL 30A Section 21(a) reason 2 to conduct strategy sessions in preparation for negotiations with non-union personnel –, Building Commissioner (A. Zahariadis, S. Culgin) Town Accountant (Fred Aponte) and Exemption #3 To discuss strategy 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. Executive Assistants, Fire fighters. Selectman Kilcoyne 2nd. Roll Call VOTE: Selectman Cutler - Aye. Selectman Kilcoyne – Aye. Selectwoman Cranson– Aye. Motion carried. The Board proceeded to convene in Executive session.

The Board reconvened in Public session at 7:14. Roll call vote: Selectman Kilcoyne – Present. Chairman Cutler - Present. Selectwoman Cranson - present

Special Town Meeting

After discussion, Chairman Cutler moved that the warrant open for the Special Town Meeting to be held on October 19th. The warrant will close on August 28. Selectwoman Cranson 2nd. Selectman Kilcoyne – Aye Selectwoman Cranson – Aye. Chairman Cutler – Aye. Motion carried.

Alternate Board member for Earth Removal

Chairman Cutler will need to recues himself from an upcoming Earth Removal Board meeting. An alternate member of the Select Board will be required to attend that meeting as well as possible subsequent meetings, in which the Chairman may need to recues himself. Chairman Cutler moved that Selectwoman Cranson be appointed as his alternate to the Earth Removal Board. Selectman Kilcoyne 2nd. Selectman Kilcoyne – Aye Selectwoman Cranson – Aye. Chairman Cutler – Aye. Motion carried.

Review and Approve Ambulance Abatements

Fire Chief, David Hurlbut requested that the Board approve the write-off of uncollectible accounts that total \$48,930.78. This amount represents the accounts that the collection agency, Coastal Medical Billing, has deemed uncollectible for 2012 through 2014. This yearly procedure is recommended by the Town Auditors. Selectman Kilcoyne moved that the Board approve the Ambulance abatements for \$48,930.78. Selectwoman Cranson 2nd. Selectman Kilcoyne – Aye Selectwoman Cranson – Aye. Chairman Cutler – Aye. Motion carried.

Town Hall Staffing

Chairman Cutler encouraged the Town Administrator to advocate for the use of Seniors, who wish to participate in the Tax Write-Off program to assist Department Heads when extra staffing is required. However, after discussion, it was determined that the Town Administrator is within his authority to temporarily hire someone to fill a position. Selectwoman Cranson moved that the Town Administrator and Department heads be given the authority to employ someone on a temporary basis, to fill an immediate need. Selectman Kilcoyne 2nd. Selectman Kilcoyne – Aye Selectwoman Cranson – Aye. Chairman Cutler – Aye. Motion carried.

IT Services

Three firms have submitted proposals to provide IT services to the Town. The three companies were Spaulding Hill Networks, CTS Services and the current provider, Stillwater Computer Services. A review Board was asked to consider each and to score them according to references, experience type, proposed service and year's experience. Stillwater Computer Services scored highest. The board expressed a concern that Karen Pare was the only person who would be providing service. However, Karen provided the name of Christopher Shustak, from System Works, as the person who

Selectmen's Meeting Minutes

July 15, 2015

would be able to provide backup, should she be unable to do so. She also offered Akuity Technologies as a back-up. The Town Administrator stated that although Mrs. Pare had taken occasional time off, she was never away from phone or email access and was quick to reply to requests even while on vacation. Selectwoman Cranson moved that they Board defer its vote until they see the price proposals from each of the interested companies. Selectman Kilcoyne 2nd. Selectman Kilcoyne – Aye Selectwoman Cranson – Aye. Chairman Cutler – Aye. Motion carried. Selectman Kilcoyne also requested that the Town Administrator do a reference check on Mr. Shustak.

Fire Station Roof

A representative from Progressive Technology has taken a look at and offered suggestions to alleviate the ice damming issue on the Fire Station roof. He will submit a proposal which would include removal of the dormers and a new roof that would envelop the existing roof. Adequate ventilation and insulation coupled with an aluminum roofing material and a larger gutter system would, in his opinion, permanently solve the issue. The Town Administrator reported that the estimated cost for such remedial work could run as much as \$500,000.00. The other option is to treat the symptoms and not the problem by purchasing heat mats for the current roof. ACG will also take a look at the problem within the next few days and the Town Administrator will report back to the Board at the next meeting.

Personnel Policy Handbook

The Town Administrator has been working on the Personnel Policy Handbook. To the draft that he was given, he has added, developed, organized and enhanced it. However, he wishes to work closely with the Personnel Board in order to develop a comprehensive compensation plan. This draft will now go to the Personnel Board for their input. Next, it will go to the Department Heads for revisions and input before being finalized. The consensus of the Board is that they should meet with the Personnel Board prior to the acceptance of the finished product.

Building Commissioner

The Board interviewed both Sarah Culgin and Anthony Zahariadis for the position as Building Commissioner. Ms Culgin would be available to work a 25 hour, 3 day work week and stated that she will not be pursuing other outside employment at this time but dedicate herself to the Town of Sterling. Mr. Zahariadis stated that although he would not be able to be personally available in the Town Hall more than a few hours per week, he would be available via phone and email and would meet people for an hour in the morning, a couple of days per week and would schedule night meetings when necessary. He also pointed out that by employing him, in such a manner, the Town would save a considerable sum of money. After discussion, Selectman Kilcoyne moved that the Board appoint Mr. Zahariadis to the position of Building Commissioner. Selectman Cutler 2nd. Selectman Kilcoyne – Aye Selectwoman Cranson – Opposed. Chairman Cutler – Opposed. Motion did not carry. Selectwoman Cranson moved that the Board offer the job of Building Commissioner and enter into contract negotiations with Sarah Culgin. Selectman Kilcoyne – 2nd. Selectman Kilcoyne – Aye. Selectwoman Cranson – Aye. Chairman Cutler – Abstained. Motion carried.

TA Report

The Town Administrator has been attending meetings with the five regional towns for the consideration of the school lease agreement. Reportedly, Sterling's desire to change the [parameters regarding responsibilities for maintenance have not met with support by a majority, therefore, that portion of the agreement may remain basically, the same with an increase in the threshold from \$25,000.00 to \$35,000.00. (If a repair to the school building costs more than \$35,000.00 the cost of the repair will fall to the host town.) However, the school has promised to keep the towns apprised of all repair work that is being conducted, even if it is technically the responsibility of the school to pay for it through their own budget. The Town administrator reported that the school recently paid for a new pump for the septic system at a cost of just less than \$25,000.00. Selectman Cutler requested that the possibility of repairing the pump be explored in

Selectmen's Meeting Minutes

July 15, 2015

order to have it at the ready in the future.

The Town Administrator continues to be in touch with the Veterans Services officer in Clinton. In the not too distant future, the Veteran's service officer will make the proposal to the Clinton Select Board regarding the establishment of a veterans District between Sterling and Clinton. The Board will be apprised of the progress.

The Town Administrator has received word that his request for assistance for the MRPC to help implement a new signage bylaw was not approved. Therefore, the town administrator has begun to prepare a sign bylaw. He asks each of the Select Board members to provide input. He will also seek input from the new Building Commissioner and other boards in order to prepare it for consideration at the Special Town Meeting in October.

Public Session

No one spoke at public session.

Adjourn

Selectwoman Cranson moved that the meeting be adjourned at 8:55. Selectman Kilcoyne 2nd. Selectman Kilcoyne – Aye. Selectwoman Cranson – Aye. Chairman Cutler – Aye. Motion carried.

Materials: agenda, STM draft schedule, Fire Department assessment, clerk job description, IT evals, IT proposals, Building Comm. resumes