

TOWN OF STERLING
BOARD OF SELECTMEN
October 7, 2015

MEETING:

Chairman Cutler called the meeting to order at 6:00 PM. Roll Call: Vice Chairman Kilcoyne – Present. Chairman Cutler - Present. Selectwoman Cranson - present
At 6:05 pm Chairman Cutler made a motion to enter into Executive Session, pursuant to MGL 30A Section 21(a) 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. Negotiations - Police Union Contract and Fire Union contract and Litigation – Earth Removal Board/Zoning Board of Appeals, Update on Motion to Dismiss. 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 6:56. Roll Call: Vice Chairman Kilcoyne – Present. Chairman Cutler - Present. Selectwoman Cranson - present

Minutes

Selectwoman Cranson moved that the minutes of September 23, 2015 be approved. Selectman Kilcoyne 2nd. Selectman Kilcoyne – Aye. Chairman Cutler – Aye. Selectwoman Cranson – Aye. Motion Carried.

School Lease and
Budget discussion

Lance Harris, Chairman of the Wachusett Regional School District was in attendance to update the Board, regarding the School lease and budget. He deferred the topic of the School lease to the Town Administrator who has been meeting with the Superintendent and other Towns regarding the lease.

The Town Administrator reported that the Towns continue to negotiate the terms of the lease. Currently, the proposal is to increase the threshold that dictates the responsibility of the cost of repairs. The current lease sets the threshold at \$25,000.00. Any large repair or maintenance project that exceeds \$25,000.00 is the responsibility of the Town instead of the schools. The new proposal elevates that threshold to \$35,000.00. A list of all significant repair/maintenance expenses incurred by the schools will be made publically available. The Town administrator will continue to keep the Board updated on the negotiation progress at future meetings.

Mr. Harris explained that the proposed budget was not passed by either Paxton or Rutland. Therefore, the school Board's options were ;

1. Cut the budget by 1.7 % - which would eliminate 7 teachers, 3 guidance counselors, planned technology updates, and spring athletic funding (The School committee defeated this proposal by a 20 to 1 vote)

2. Approve the same level of services that was approved in May – However, to trim cost, it is proposed that:

- The teachers and counselors would be hired later in the year
- Employees would be offered a \$4000.00 “buy out” if they chose NOT to be insured through the school
- Some of the next year's school supplies were purchased at the end of the Fiscal year

This proposal is favored by the School Committee and they are optimistic in their hope that it will accepted by at least Paxton or Rutland so that the Commissioner will not need to set and control the school budget for the upcoming year. Mr. Harris will keep the Board of Selectmen updated. They thanked him for his time and efforts on behalf of the Town.

Selectmen's Meeting Minutes
October 7, 2015

Fire Union Contract	<p>After diligent negotiations, the Board of Selectmen has determined that they are satisfied with the terms of the Union Fire Contract. Selectman Kilcoyne moved that the Board approve the Fire Union contract, subject to the deletion of the paragraph regarding military leave. Selectwoman Cranson 2nd. Selectman Kilcoyne – Aye. Chairman Cutler – Aye. Selectwoman Cranson – Aye. Motion Carried.</p>
Complaints against B-Man's Tavern	<p>Complaints have been filed with the Board of Selectmen and the Building Commissioner regarding B-Man's Pub on Redemption Rock Trail. The complaints were filed by Mr. David Mack. The building Commissioner investigated Mr. Mack's complaints and reported the following, regarding zone enforcement at B-Man's Tavern, 344 Redemption Rock Trail:</p> <p>The owner of the property, Stephen Kilcoyne, as well as the business owner, Barry White, were sent copies of the zoning violation letter on Wednesday September 23rd. The letter addressed the signage, the mobile food vending, and an onsite camper. On October 6th, the Building Commissioner met with Barry White, the owner of B-Man's Tavern and witnessed evidence that he has addressed some of the items and is working toward rectifying others.</p> <p>Camper: Mr. White is not living in the camper; it is used only as his office, and an inspection of the camper revealed that there is no mattress or bedding. It is set up as an office, and the zoning bylaws do not prohibit such use. Mr. White agreed to move it further back on the lot to make it less obvious, as a courtesy.</p> <p>Signage: Mr. White has removed some signs. It appears that some of his signage may be grandfathered, having been in continuous use for many years. This includes a sandwich board sign which replaced a much older, larger sandwich board sign which was shown to the Building Commissioner.</p> <p>Mobile food vending: The food truck is a change of use from the site's pre-existing, grandfathered, use as a restaurant/bar. Therefore, it requires a variance from the Zoning Board of Appeals. Mr. White was unaware that he needed anything other than the Board of Health approval, which he sought and received, prior to operating his food truck. He will apply immediately to the ZBA for a variance, to be allowed to have the food vending trailer operate on site. The Board of Selectmen will consider any course of action, regarding the operation of the food truck, at a future meeting.</p>
Update 33 Main St.	<p>The Town Administrator reported that the shutters have been removed from 33 main Street and Mr. Griffin has reported that work on the electrical aspects of the building will begin soon. The Board is disappointed that the presentation of the building is not being addressed as a priority. This topic will be revisited at a future meeting.</p> <p>Selectwoman Cranson gave kudos to the Grange members who have taken the Select Board's concerns to heart and recently had the Grange building, on Maple Street, scraped and painted. Their efforts have been noticed and appreciated by many.</p>
One day Liquor Licenses	<p>After discussion, Selectwoman Cranson moved to approve a one day alcohol permit for Eight Point Sportsmen's Club on October 24 from 4pm – 12pm. Selectman Kilcoyne 2nd. Chairman Cutler - Aye. Selectman Kilcoyne – Abstained. Selectwoman Cranson– Aye. Motion carried.</p> <p>After discussion, Selectwoman Cranson moved to approve one day alcohol permits for Meadowbrook Orchards on October 24th from 6pm – 10:00pm. Selectman Kilcoyne 2nd. Chairman Cutler - Aye. Selectman Kilcoyne – Aye. Selectwoman Cranson– Aye. Motion carried.</p>
Blighted Building Letter	<p>Selectwoman Cranson, with the input from the Economic Development Committee, drafted a letter to be sent to the owners of blighted buildings in the down town area. The intention of the EDC is to encourage new businesses to the town. Curb appeal for the Route 12 area is imperative to their efforts. Therefore, the letter will be the first step in cleaning up the unsightly problems that exist in</p>

	<p>the central corridor in the town. Selectman Kilcoyne moved to accept the drafted letter. Selectwoman Cranson 2nd. Chairman Cutler - Aye. Selectman Kilcoyne – Aye. Selectwoman Cranson– Aye. Motion carried. The letter will include the names of all Select Board members, as well as the signature of the Chairman of the EDC. The Board expressed its appreciation to the Economic Development Committee for its commitment to better the Town of Sterling.</p>
Personnel Board Appointment	<p>The Town Administrator reported that the Finance Committee had voted and unanimously approved the re-appointment of Weymouth Whitney to the Personnel Board. Mr. Kumar, Moderator, voiced his concern that no member of the Finance Committee was present to cast that vote for the Finance Committee. However, Mr. Kumar moved that Mr. Whitney be re-appointed to the Personnel Board, as recommended by the current Chairman of the Personnel Board, Mr. Lindholm. VOTE: The BOS collectively 2nd the motion. Selectman Kilcoyne cast the vote for the Selectmen – Aye. Motion carried. The Board of Selectmen thanked Mr. Whitney for his continued efforts.</p>
Holiday Calendar	<p>After discussion: Selectman Kilcoyne moved that the Municipal Building be closed to the public on Friday November 27. The staff may use personal or vacation time, if they chose not to work. Selectwoman Cranson 2nd. Chairman Cutler - Aye. Selectman Kilcoyne – Aye. Selectwoman Cranson– Aye. Motion carried.</p> <p>After discussion: Selectwoman Cranson moved that the Municipal Building will be closed at noon on December 24. The staff will not be required to use personal or vacation time. Selectman Kilcoyne 2nd. Chairman Cutler - Aye. Selectman Kilcoyne – Aye. Selectwoman Cranson– Aye. Motion carried. Staff and Board chairs will be asked about their preferences for a holiday party and the details will be discussed at a future meeting.</p> <p>Regular work hours will be observed on New Year's Eve.</p>
Wach. Fund Committee	<p>Chief David Hurlbut submitted the following recommendation for expenditures for the Wachusett Fund Committee, as voted at the Committee's September 3, 2015 meeting. The Wachusett Fund account balance as of September 3, 2015 was \$156,225.99.</p> <ol style="list-style-type: none">1. Funding up to 45% of the tuition for a Paramedic class to be taken by a current Firefighter/EMT from the department.<ul style="list-style-type: none">- The total cost of the class is \$10,000 x 45% = \$4,500- 75% of the expense (\$3,375) will be issued at the start of the program with the additional 25% (\$1,125) to be issued upon successful completion of the class.- The requester is an active on-call Firefighter / EMT with the department.- The committee voted 3 – 0 in favor of recommending the above expense towards the funding of their paramedic class.2. Funding up to \$5,900 to purchase two new Panasonic CF-C2 semi-rugged laptop computers (one for each ambulance) for the purpose of completing Electronic Patient Care Reports. These would replace the two existing laptop computers that were placed in-service in 2008.<ul style="list-style-type: none">- The price includes the Panasonic 3-year Toughbook Protection Plan and Accidental Damage Plan.- The committee voted 3 – 0 in favor of recommending the above expenses.3. Funding \$13,164.05 to purchase a second LUCAS 2 Chest Compression System for the second ambulance. The first chest compression system was placed in-service in 2012 and it has proven itself on several occasions to be extremely effective. The chest compression system is designed to deliver uninterrupted compressions at a consistent rate and depth. It delivers automated compressions from first response in the field to ambulance transport and throughout the ER system. It facilitates consistent blood flow from the

	<p>moment it is turned on, helping to improve a patient's chance for a successful outcome.</p> <ul style="list-style-type: none">- The price includes all necessary equipment.- The committee voted 3 – 0 in favor of recommending the above expenses <p>Selectwoman Cranson moved to approve the recommended expenditures per the Wachusett Fund Committee. Selectman Kilcoyne 2nd. Chairman Cutler - Aye. Selectman Kilcoyne – Aye. Selectwoman Cranson– Aye. Motion carried.</p>
Appointments REPC	<p>After discussion, Selectwoman Cranson moved to appoint Chief Gary Chamberland and Don Hamilton to the Regional Emergency Planning Committee, with the term to expire on June 30, 2016. Selectman Kilcoyne 2nd. Chairman Cutler - Aye. Selectman Kilcoyne – Aye. Selectwoman Cranson– Aye. Motion carried.</p>
Appointment 1835 Town Hall	<p>Mr. Gibbs was present to answer questions regarding his request to be appointed to the 1835 Town Hall Committee. After discussion, Selectwoman Cranson moved to appoint David Gibbs to the 1835 Town Hall Committee with the term to expire on June 30, 2016. Selectman Kilcoyne 2nd. Chairman Cutler - Aye. Selectman Kilcoyne – Aye. Selectwoman Cranson– Aye. Motion carried.</p>
TA Report	<p>The Town Administrator reported on the following;</p> <p><i>Legislative Breakfast-</i></p> <p>The Town Administrator, Selectwoman Cranson and Selectman Kilcoyne attended the, MMA sponsored, Legislative Breakfast held in Holden, on October 2nd. They took the opportunity to speak with the School Superintendent as well as legislators and a talk was given on Chapter 90 funds.</p> <p><i>DOR What's New in Municipal Law-</i></p> <p>The Town Administrator attended this seminar in Holyoke on October 1st. The information regarded Assessor specifics as well as employment.</p> <p><i>Fuel Oil Bid-</i></p> <p>Building Facilities Technician, Tom Rutherford is currently soliciting fuel oil bids. It may be necessary to lock in on a bid within days, which may make it necessary to make a decision prior to the next Board meeting. Therefore, after discussion, Selectwoman Cranson moved that Chairman Cutler be delegated, by the Board, to approve a bid proposal for oil. Selectman Kilcoyne 2nd. Chairman Cutler - Aye. Selectman Kilcoyne – Aye. Selectwoman Cranson– Aye. Motion carried.</p> <p><i>Black Sheep Drainage-</i></p> <p>Mr. Dombrowski, owner of the Black Sheep Tavern, addressed the Board regarding the problem of ground water discharge from the property. In the past, ground water has been discharged onto Pratt's Junction Road. During the winter months the water has frozen, creating a dangerous condition on the roadway. The Blacksheep owners have employed an engineer who established the maximum flow per day (74 gallons), and proposes a catch basin into which the water will be pumped. The basin will measure 17' x 17' x 7 feet deep. They intend to have this basin completed by the end of October. While the engineer is confident that this basin will alleviate the problem, Mr. Dombrowski has spoken with his neighbor Mr. Stromberg and established a "back up plan" that would temporarily channel excess water into a gully that currently exists on Mr. Stromberg's property.</p> <p><i>Fire station Roof-</i></p> <p>The Town Administrator reported that Building Commissioner, Sarah Culgin, is of the opinion that the Fire Station roof issues should be treated as two separate projects. As proposed by Mr. Regh, she agrees that the Administrative section of the building has an issue with a compromised air barrier, while she agrees with Mr. Philpot that the bay area of the building presents more complicated structural issues. Therefore, it is her recommendation that an air barrier be placed in the</p>

Administrative section of the Fire Station roof before the onset of winter and the bay area should be addressed next year, in the spring. After discussion, Selectman Kilcoyne moved that Building Commissioner, Sarah Culgin, submit her suggestion(s) for moving forward with the Administrative and Bay areas of the Fire Station, at the next meeting. Selectwoman Cranson 2nd. Chairman Cutler - Aye. Selectman Kilcoyne – Aye. Selectwoman Cranson– Aye. Motion carried.

Card Lock System –

The card lock key system will be implemented immediately. The “key cards” will activate the side door. All other exterior doors will eventually be “rekeyed”, making existing keys obsolete.

Personnel Handbook-

The Personnel Handbook has been distributed to all Department heads. They have been encouraged to make corrections and submit suggestions. Once changes have been implemented, the handbook will be submitted to the Personnel Board and Board of Selectmen for approval.

Visual Budget-

The Board asked about the progress with Visual Budget. The Town Administrator expressed concerns that the Visual budget has only been implemented in 3 towns and that he is not aware of other towns that use a visual budget. The Town Administrator will provide updates at future meetings.

Public Session

No one chose to be recognized.

Adjourn

At 9:05 Selectwoman Cranson moved to adjourn the meeting. Selectman Kilcoyne 2nd. Chairman Cutler - Aye. Selectman Kilcoyne – Aye. Selectwoman Cranson– Aye. Motion carried.

Materials: Minutes, complaints, one day applications, Draft Letter re; Blighted Buildings, volunteer applications, WFC recommendations,