

TOWN OF STERLING
BOARD OF SELECTMEN
February 17, 2016

<u>MEETING:</u>	Chairman Cutler called the meeting to order at 7:04 PM. Roll Call: Vice Chairman Kilcoyne – Present. Chairman Cutler - Present. Selectwoman Cranson – Present.
Minutes	Chairman Cutler asked for a moment of silence in remembrance of Richard Farrar who passed away two weeks ago. Dick was a 30-year member of the Fire department, retiring as a Deputy Chief in 2011. He also served on various boards and committees in town over the years. Selectman Kilcoyne moved that the minutes of January 27, 2016 be approved, as written. Chairman Cutler 2 nd . Selectman Kilcoyne – Aye. Chairman Cutler – Aye. Selectwoman Cranson – Abstained. Motion Carried.
Appointments to Historical Commission	After discussion: Selectwoman Cranson moved to appoint Carol LaVigne and Cathy Harrigan to the Historical Commission. Selectman Kilcoyne 2 nd . Selectman Kilcoyne – Aye. Chairman Cutler – Aye. Selectwoman Cranson – Aye. Motion Carried.
Appointment to the Economic Development Committee	After discussion: Selectman Kilcoyne moved to appoint Rosanne Mapp to the Economic Development Committee. Selectwoman Cranson 2 nd . Selectman Kilcoyne – Aye. Chairman Cutler – Aye. Selectwoman Cranson – Aye. Motion Carried.
Appointments to the Cable Advisory Committee	After discussion: Selectman Kilcoyne moved to appoint Gregory Billings, Robert Bloom, Jay Brunetta, Edwin Furman, and Richard Maki to the Cable Advisory Board with Joseph Gunther as the alternate. Selectwoman Cranson 2 nd . Selectman Kilcoyne – Aye. Chairman Cutler – Aye. Selectwoman Cranson – Aye. Motion Carried.
Approve Common Victualer	After discussion: Selectman Kilcoyne moved to approve the Common Victualer license for the Brick Mexican Grill. Selectwoman Cranson 2 nd . Selectman Kilcoyne – Aye. Chairman Cutler – Aye. Selectwoman Cranson – Aye. Motion Carried.
Update Senior Center Operations	Maureen Cranson of the Senior Center Building Committee gave the following report. <ul style="list-style-type: none">• The building is nearly completed. The parking lot, landscaping, patio etc. will be addressed in the spring• The building is alarmed• Waiting on some vendor affidavits for occupancy• Phone & computer systems are to be installed• Furnishings have been ordered. They were funded with budgeted building funds, COA gift account, monies left from old article earmarked for center, Friends group and donations• Kitchen due to be completed with tables, shelving etc. by end of week• Non essentials scheduled to be packed and moved on Feb. 27th.• The YAHOO and Boy Scout volunteers will assist with the move.• Remaining move scheduled for early March. The occupancy permit will be issued after the Building Commissioner receives required affidavits.• Pool table will be moved and refurbished professionally. Second pool table ordered and paid for by specific donation from Leominster Credit Union.• Cleaning Company hired to do intermittent cleaning in Feb. & March...on call.• Sterling Energy tested the building for energy efficiency. There were several issues that will be

	<p>addressed.</p> <ul style="list-style-type: none"> • Items not needed for new building will be in Town Wide auction in Spring • The project is ahead of schedule and still on budget. However, the Friends of Sterling Seniors are still working on a wish list and continue to solicit donations. There will be a fundraiser on March 13, 2016. <p>Karen Phillips, Director of the Senior Center and Sharon Bloom, Chair of the COA addressed the Board. They discussed the proposed programming for the new Center. Some of the new programs may include French class, arts, cards, billiards, journaling, floral arrangements. They continue to recruit volunteers to assist with the programming and daily operation of the center. They have recently acquired a person who has volunteered to be the volunteer co-coordinator. They currently seek a part time paid employee to work 15 hours per week as a kitchen manager. They will continue to do outreach and to query the residents regarding specific programming that they would like to have available to them. They will establish a Face Book page to take advantage of the opportunities that are afforded through social media. The possibility of merging with West Boylston to offer services will be explored. The Board reminded the Director and Chair that the Board of Selectmen is determined that the new Senior Center will be a success and that all avenues for success must be considered.</p>
Approve 1 day alcohol License	<p>After discussion: Selectwoman Cranson moved to approve the one day alcohol License for the 8 point sportsmen's club to be used from 1pm to 5 pm on February 21, 2016. Selectman Kilcoyne 2nd. Selectman Kilcoyne – Abstained. Chairman Cutler – Aye. Selectwoman Cranson – Aye. Motion Carried.</p>
Industrial Development	<p>The Chairman asked about the Industrial Development Committee. The committee has not been active for a number of years and only one person technically remains on the Committee. The Board of Selectmen would like to reach out to that member and previous members to invite them to participate in the Economic Development Committee and to thank them for their service.</p>
Sign Committee update	<p>The Town Administrator and Rosanne Mapp reported that the new Sign bylaw will not be ready for consideration at the Annual Town Meeting in May. It is hoped that the bylaw may be ready for a special town meeting in the fall.</p>
Town Administrator Goals	<p>Suggested Goals for Town Administrator</p> <p>IMMEDIATE:</p> <ul style="list-style-type: none"> • Improved relationships/communication w/ department heads and employees • Improve time management and organization • Knowledge and relationship with all boards and committees • Develop better system for board and committee appointments • Listening skills and response • Additional & proper training for Administrative Assistant <p>LONG TERM:</p> <ul style="list-style-type: none"> • Personnel Board: compensation plan, employee reviews, clear cut explanation of the same • Stay on top/attuned to Communications Plan being worked on by Safety, SMLD, DPW entities • Continue work/input to Finance especially with regards to Warrants and OPEB • Continue working with EDC to aid in moving Town forward with planning, zoning and design <p>ALSO:</p> <ul style="list-style-type: none"> • Adequate and timely responses to the Auditor's Management Letters to continue to improve the financial structure within the Municipality

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	<ul style="list-style-type: none">• Maintain a satisfactory and pro-active schedule regarding the budget process• Educate the public regarding the changes that are to be implemented regarding the Annual Town Meeting• Assist in any way possible to ensure that the new Senior Center is a success
Fair Committee update	Fair committee update will be rescheduled.
Senior Work-off program	The Senior Tax work-off program is currently administered through the Selectman's office by the Executive Assistant. There is \$15,000.00 annually available to those seniors who participate. The Executive Assistant maintains the data base and records the information on a monthly basis. The Board will monitor this program in hopes of making it accessible to those who wish to participate.
Odor complaint on Quail Roost Road	<p>David and Laura Proietti, 10 Still River Road and Ali and Sarah Fayyad, 8 Still River Road, along with Bill Morse of 4 Quail Roost Road, addressed the Select Board to complain about unsanitary conditions at 14 Quail Roost Road. The neighbors are unable to enjoy their property due to strong odors, as well as rodent and fly infestations. They have addressed their concerns to the Board of Health. Subsequently, the BOH sent a letter to the property owner, listing the steps that must be taken in order to be in "compliance" with the State mandated health code. Restrictions were placed upon the property, including the removal of all animals from the property, until such time that the owners of the "farm" have presented an approved manure management plan. The Building Commissioner visited the property and raised the issue of pigs being raised on the property. Per the current bylaw, piggeries are not allowed. However, the Town currently does not have a definition of "piggery".</p> <p>No animals currently reside on the property. Unfortunately, the manure that has accumulated, remains and the health concerns of the neighbors have not been abated. They request that the Board of Selectmen intervene. The BOS will consider their options under the law and talk with the Board of Health Director concerning this issue. The plaintiffs will be asked back to a meeting in which the offending property owners will be encouraged to attend.</p>
TA Report	<p><u>Police Chief's Contract</u></p> <p>After discussion it was decided that John Kilcoyne will meet with the Chief to discuss the details of his contract renewal.</p> <p><u>Executive Assistant's Union</u></p> <p>The Members of the Sterling Executive Assistants have expressed a desire to dissolve their union. The Town Administrator will research as to where these jobs should be placed in the non-union compensation scale. He is currently collecting data from 10 towns to make salary comparisons.</p> <p><u>Warrant Articles</u></p> <p>The Finance committee and the Town Moderator continue to work toward the restructuring of the warrant. Their goal is to reduce the number of money articles by consolidating them into the General Budget. Once the warrant is complete, the Town Administrator will educate the public regarding these changes so as to alleviate confusion on the Town Meeting floor.</p> <p><u>MassDOT</u></p> <p>A public Hearing will be held at the Chocksett Theater on Tuesday Feb. 23 from 7-9. The hearing will pertain to the engineering design for Route 12.</p>
Public Session	Rosanne Mapp reported that lead paint chips continue to litter the public sidewalk on Maple Street. They have fallen off the building at 27 Main Street and she is concerned that they pose a potential health risk. The

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Board of Selectmen have declared the building a public nuisance and given the owner until August 30, 2016 to have the lead paint issue abated. Currently the building is being offered for sale. Ms. Mapp may bring this topic back to the Board of Health for reconsideration. (Previously, the BOH had deemed the issue outside of their authority).

Ms. Mapp was also concerned about the fairness of the Senior Tax Work-off program. She reports that although she has been on the program for a number of years, she is not called to work. The Executive Assistant reminded Ms Mapp and the Board that the Department Heads are made aware of all those who possess the skills for any particular job that may arise. The choice of which person will be called is made by the Department Heads.

Action Items

The Board would like the following items to be discussed at future meetings:
Rental/use of the new Senior Center
Hardscrabble Road update to include Conservation Commission
Discussion of Town Charter
Progress on 27 Main Street

Adjourn

At 9:46 Chairman Cutler moved to Adjourn. Selectman Kilcoyne 2nd. Selectman Kilcoyne – Aye. Chairman Cutler – Aye. Selectwoman Cranson – Aye. Motion Carried.

Materials: Minutes, goals, Volunteer Applications, Senior Center calendar, common Victualer application, 1 day applications, 1835 report