

TOWN OF STERLING
BOARD OF SELECTMEN
July 27, 2016

MEETING:	<p>Chairman Kilcoyne called the meeting to order at 7:02 PM. Roll Call: Selectwoman Cranson - Present. Chairman Kilcoyne – present. Selectman Lane – Absent.</p> <p>At the opening of the meeting, Chairman Kilcoyne made a public announcement that in light of the recent problems throughout the country, the Sterling Board of Selectmen wanted to publicly state their 100% support of Chief Gary Chamberland and the Sterling Police Department.</p> <p>Chairman Kilcoyne also informed the public that the Fire Chief, David Hurlbut, has asked that the public be advised that there is an elevated risk of brush fires, due to the severe drought. The public is asked to take extreme caution and be diligent when handling fire of any kind.</p>
Minutes	<p>Selectwoman Cranson moved that the July 13, 2016 minutes be accepted as written. Chairman Kilcoyne 2nd. Selectwoman Cranson – Aye. Chairman Kilcoyne- Aye. Motion carried.</p>
One Day License - 228 Leominster Road	<p>After discussion: Selectwoman Cranson moved that a one day alcohol license be issued to Nora Femia to be used at 228 Leominster Road on August 5, 2016 from 3:00 – 8:00pm for a graduation party. Chairman Kilcoyne 2nd. Selectwoman Cranson – Aye. Chairman Kilcoyne- Aye. Motion carried.</p>
Appoint Chip Hallet to Energy Committee and discuss fire station	<p>After discussion: Selectwoman Cranson moved that Chip Hallet be appointed to the Energy Commission. Chairman Kilcoyne 2nd. Selectwoman Cranson – Aye. Chairman Kilcoyne- Aye. Motion carried. The term expires on June 30, 2018.</p> <p>Mr. Hallet will attend the August 24th meeting with Sean Hamilton to discuss the Fire station energy update.</p>
One Day License - 8 Point Sportsmen's Club	<p>After discussion: Selectwoman Cranson moved that a one day alcohol license be issued to the Eight Point Sportsmen's Club for August 13 from noon to 6:00pm for their Lobster fest. Chairman Kilcoyne 2nd. Selectwoman Cranson – Aye. Chairman Kilcoyne- Voted out of necessity during Selectman Lane's absence. He voted Aye. Motion carried.</p>
Charter and Charge IT Committee	<p>After discussion: Selectwoman Cranson moved to approve the It Committee's Charter and Commission as written and as approved, without changes, by the IT committee at their last meeting. Chairman Kilcoyne 2nd. Selectwoman Cranson – Aye. Chairman Kilcoyne- Aye. Motion carried.</p> <p>The Department Heads will receive training from Virtual Town Hall to assist in updating the Website. Mr. Roy from Spaulding Hill is expected to attend the IT meeting on August 15.</p>
Sterling Fair	<p>Terry Heinhold, vice Chairman for the Sterling Fair. Addressed the Board. After discussion: Selectwoman Cranson moved to approve the agreement between the Town of Sterling and the Ciborowski Trust in order to use the airport property for the 2016 Sterling Fair. Chairman Kilcoyne 2nd. Selectwoman Cranson – Aye. Chairman Kilcoyne- Aye. Motion carried.</p> <p>Selectwoman Cranson moved to approve the Hold harmless agreement between the Town of Sterling and James E. Simpson Excavating Co. Inc. for the 2016 Sterling Fair. Chairman Kilcoyne 2nd. Selectwoman Cranson – Aye. Chairman Kilcoyne- Aye. Motion carried.</p> <p>Mr. Heinhold reported the following:</p> <ul style="list-style-type: none">• The Fair continues to actively solicit committee members to take on responsibilities.• The salute to the fair will begin at 9:00 on Saturday morning. He invited the Board to attend.

	<ul style="list-style-type: none">• Both Norman Clemence and the late Henry Ciborowski will be honored on that Saturday morning• The Fair Committee has met with all involved Town Departments that help out with the smooth running operation of the fair. Mr. Heinhold expressed the sincere appreciation of the Fair Committee for all Departments and employees who help to make the Fair a success.• The Fair does not have a permanent home.• Equipment and other rental fees cost about \$30,000.00 per year.• Due to escalating expenses, it is anticipated that this will be the last year that the Fair will be offered at no charge.• The total yearly expenses are about \$100,000.00• Donations from businesses and citizens is always welcome• Gillette midways continue to have a very good safety record. For this reason, they are asked back each year.• If anyone wishes to rent booth space, please contact Doug Downey or any Fair member.• Approximately 40,000 people attend the fair. <p>On behalf of the Fair, Mr. Phillip Campbell requested that the Board appoint a liaison to the Fair Committee at a future meeting and that the Board establish a charge for the Fair as well have the fair committee back in to discuss how things went at the fair and what the town can do to improve/assist in the process.</p> <p>The fair will run from Friday September 9th – Sunday Sept 11, 2016.</p>
Town Administrator Goals	<p>The Town Administrator goals will be discussed and established at the next meeting Aug. 17th. The Chairman gave assurances that the goals would be measurable and achievable.</p> <p><i>TA Evaluation Discussion-</i> In response to his review from last meeting, the Town Administrator stated that he will do his best to:</p> <ul style="list-style-type: none">• Improve communications with Department Heads• Make Department Head meetings more productive by circulating agendas a week ahead of the meetings and make the meetings more informal by changing venues to include the home bases for different departments (The next DH meeting will take place at the Fire Department)• Has begun working on organizational skills• Establish a compensation and review system for employees (The library has review forms that may ameliorate the process) <p>Chairman Kilcoyne stated that he would also like the Town administrator to improve response time and to assist committee members with his knowledge on a timely basis. The consensus of the board was to set new goals at the next meeting and then to evaluate progress in 3 months time.</p>
Town Administrator Report	<p><i>Hardscrabble Road</i> - The Conservation Commission Agent, Matthew Marro visited the Hardscrabble property with the trapper. They reported that the beaver dam had been illegally breached and that the beavers have moved from the area at least until the drought has ended. They also reported that the water had drained from the area and that the land that had been previously submerged are now accessible. The Town Administrator will reissue the RFP for the property as soon as the Conservation Commission submits a revised easement plan and it is recorded.</p> <p><i>Fire Station Roof</i> – The Building Commissioner, Sarah Culgin, has alternative proposals for the roof solution. One suggestion is to remove one dormer – closest to the Administrative wing. This would aesthetically balance the dormers on the roof. However, this possible solution has not been vetted. The consensus of the Board was to wait to see how effective the recently installed open celled insulation is this winter before moving forward on further ice damming solutions. It is hoped that they won't be necessary. The Energy Committee will make recommendations, prior to the cold weather, to establish the most efficient way to save</p>

on energy cost for the Fire Station Building.

1835 Town Hall Roof – The Building Commissioner, Facilities Manager and an engineer recently investigated the 1835 Town Hall roof to look for structural deficiencies. A portion of the drop in ceiling and drywall will be removed to expose the roof structure to determine the extent of the structural damage. The engineer gave a ball park estimate to repair and shingle the roof of approximately \$300,000.00. To replace the current roofing system with modern trusses would cost approximately the same.

If the town spends more than a third of the fair market value of the building within the next three years on renovations, the entire building must be made ADA compliant. The TA will meet with the architectural access board to see if the Town can get some waivers but it is uncertain at this point.

Selectwoman Cranson broached the idea of selling the building with the stipulation that the façade must remain historically accurate. Selectman Kilcoyne suggested that the 1835 may wish to establish the Friends of the 1835 in order to amass donations to assist in defraying the costs to the taxpayer for the necessary repairs.

Lake Waushacum Treatments- The lake has been treated for Milfoil weeds. The treatment dates were posted on the website, on cable and on signage. The Board would like to meet with the Conservation Commission as well as the Board of Health to discuss State resources and the long term plan for keeping the Lake healthy.

Water Supply – The board would like to address the concerns of future water supplies for the Town's needs. The consensus was that there should be a meeting between the Board of Selectmen, Board of Health and the Water Department to discuss the eventualities of water requirements and to look toward the future with a possible plan of action. Due to the strict requirements for establishing a new well, it is most likely that future water supplies will need to come from outside the Town's boundaries. It was suggested that the State Representatives or other political leaders may want to take part in the discussion.

The Board will discuss building usage at the next meeting.

Public Session

At public session Mr. Philpot expressed concern about spending money in the basement area of the building prior to deciding its future usages.

Adjourn

At 8:28 Selectwoman Cranson moved to adjourn the meeting. Chairman Kilcoyne 2nd. Selectwoman Cranson – Aye. Chairman Kilcoyne – Aye. Motion carried.

