

TOWN OF STERLING
BOARD OF SELECTMEN
August 24, 2016

MEETING:	Chairman Kilcoyne called the meeting to order at 7:03 PM. Roll Call: Selectwoman Cranson - Present. Chairman Kilcoyne – present. Selectman Lane – Present.
Minutes	<p>After discussion: Selectwoman Cranson moved to approve the minutes of July 27, 2016 as written Selectman Lane 2nd. Selectwoman Cranson – Aye. Selectman Lane – Abstained. Chairman Kilcoyne – Aye. Motion carried.</p> <p>After discussion: Selectman Lane moved to approve the minutes of August 17, 2016 as written with the amendment of a spelling error. Selectwoman Cranson 2nd. Selectwoman Cranson – Aye. Selectman Lane – Aye. Chairman Kilcoyne – Aye. Motion carried.</p>
Senior Center Building Issues	<p>Representatives from Architectural Consulting Group addressed the Board. The new Senior Center has lighting issues, the lawn did not successfully grow and there are HVAC problems. The electrician will address the lighting issues (components were apparently shipped to an incorrect address) and the DPW has agreed to reseed the lawn (Seed and fertilizer has been provided to them).</p> <p>The biggest current issue is that the air conditioner does not properly work. These deficiencies were discovered by Chip Hallet. The engineers will make revisions, at the architect's expense, and the system will be fixed and re-balanced. Since the repairs to the system are not timely, after many requests, ACG Representative, Mike Josefek pledged ACG's allegiance to the Town of Sterling and suggests that the Town proceed against the Architect for Errors/Omissions. The Town Administrator will draft a letter to the architect with technical assistance provided by Mike Josefek.</p>
Warrant Signage	<p>The Board signed the warrant for the September primary election.</p>
Polling location for early voting	<p>The Town Clerk, Dawn Michanowicz, explained that a new State mandate dictates that each City and Town must designate a polling place. After discussion Selectwoman Cranson moved to designate the Butterick Building, Town Hall at 1 Park Street as the polling location for Sterling. Selectman Lane 2nd. Selectwoman Cranson – Aye. Selectman Lane – Aye. Chairman Kilcoyne – Aye. Motion carried.</p>
Early voting law And Use of Butterick Building	<p>The new early voting law, that will be implemented for the upcoming Presidential election, requires that a polling area be made available. Early voting will run from October 24 – November 4.</p> <p>The Statutory deadline for an established polling place is early October. Therefore the Town Clerk is advocating for moving the Town Clerk's office to the basement area. She has created a proposed plan of how the space should be used in order to accommodate all the Town Clerk's needs. Early cost estimates indicate that the cost of preparing the basement for the Town Clerk's use and for use as a polling place will be between 15 and 20 thousand dollars. The Town Administrator will contact the Finance Committee Chairman, Joe Sova and see if it is possible to acquire a loan from the Reserve Fund, with the intent of replenishing the reserve fund by means of a vote at the Annual Town Meeting. It was also suggested that the Town Administrator query other similar towns to see what they have done in their community to adhere to and pay for this unfunded mandate.</p>
Hardscrabble	<p>Matt Marro and the Conservation Commission members met with the Board of Selectmen to discuss the easement issues on Hardscrabble Road. After lengthy discussion, the Conservation Commission consensus was that they were comfortable with Selectman Lane's Proposal that the Hardscrabble Road property be subdivided so that the Conservation Commission will have access to Town Property that is situated BEHIND this property for timber logging purposes. With this plan, the Hardscrabble land can be sold without</p>

East Waushacum

encumbrances in order to recoup as much money as possible on the sale of the land. Matt Marro will have the land resurveyed and the property will be offered for sale again. While the land is on the market, the Conservation Commission will have the mature trees harvested via access through the existing property through ways. The logging activity is expected to begin in October and be finished by the first of the year.

Severe drought conditions and high temperatures, coupled with high nutrient concentrations caused a proliferate amount of blue/green algae in Lake Waushacum. The lake, which is tested monthly, bloomed exponentially with these algae in a very short amount of time and required immediate algacide treatment in order to save the lake water quality. With adequate notice to the public, the lake was quickly treated with copper sulphate. The treatment was a great success and access to the lake was restricted for only a single day. The Conservation Commission and the East Lake Waushacum Association advocate for early street sweeping in the lake area in the spring as a means to prevent harmful runoff from the streets. They also recommend the continuation of septic management in the area.

Approve Fair Vendors and Common Victualers

After discussion; Selectman Lane moved to approve the following Common Victualer and Vendor permits, to be used for the Sterling Fair from September 9 - September 11, 2016 Selectwoman Cranson 2nd.

Sterling Fire Fighters	Common Victualer	Kevin's French Fries	Common Victualer
Marco Concessions	Common Victualer	Gillette Shows	Common Victualer
Belgian Acres Farm	Common Victualer	Top Concessions	Common Victualer
Mikes Vending	Common Victualer	Scooters Pretzels	Common Victualer
Riga-Bello's	Common Victualer	Sausage and More	Common Victualer
Severence's Maple	Common Victualer	Poppies Concessions	Common Victualer
NE Outreach	Common Victualer	Big Ts Jerky	Common Victualer
Angela's Honey	Common Victualer	Simply Cannoli	Common Victualer
Fudge "n" Stuff	Common Victualer	LAB Concessions	Common Victualer
Bruisers BBQ	Common Victualer	Little Bits Catering	Common Victualer
Jacks Catering	Common Victualer	Yarina Creations	Vendor
Wire Designs	Vendor	Twist of Color	Vendor
Creative Decoration	Vendor	Hand Painted Crafts	Vendor
Ladybug Cards	Vendor	Cynthia Patterson	Vendor
Soothing Creations	Vendor	Aline Designs	Vendor
Plain View Farm	Vendor	Kelly Samia Photos	Vendor
Wooly Fox	Vendor	Wacky Candy Shack	Vendor
Lularre Becca Capioppo	Vendor		

Police report

Selectwoman Cranson – Aye. Selectman Lane – Aye. Chairman Kilcoyne – Aye. Motion carried.

Chief Gary Chamberland reported for July 2016

Personnel, Equipment, Training:

- Part-time Dispatcher Brian Ryder graduated from the Worcester Police Academy. Several officers and Chief attended the ceremony.
- Sergeant Gaudette attended FBI-LEEDA a five day supervisor training institute.
- Annual certification of all EMD completed and submitted.
- New phone system installed.
- Seal coating of the parking lot has been completed.
- Alexis Lanciani hired as a part-time dispatcher. She has attended all required training courses and is currently undergoing in-house training.
- Generator maintenance completed on department generator.
- Met with a vendor to provide telephones in the cell block.
- Purchased, installed and began using an ID maker. Using it to make Solicitor Permits. More professional easier to track. (Reminder all door-to-door solicitors require a permit.)

Community Activity:

- Participated in a Road Safety Audit for Leominster Road at the intersection of Pratts Junction and N.Row Roads.
- Escorted motorcycle ride through Town with a Stop at the 140 Club.
- Submitted review for Street Light Recommendation.
- Submitted recommendation for traffic control sign.
- Sgt. Pomeroy attended community event and spoke on traffic safety.
- So far twenty-three soliciting and peddlers permits were issued this year.

General Police Activity:

- Three arrests during the month: One domestic related arrest, one operating under the influence and one as a result of a disturbance.
- Seventeen citations issued during forty-one motor vehicle stops.
- Thirteen crashes during the month: Two occurred on Leominster Rd, one at Chocksett and one at Pratts.
- Nineteen incidents were investigated during the month.

Letter of support

Chairman Kilcoyne read a letter in support of the police from Judith Tetu. Chairman Kilcoyne also reiterated that the Board is 100% supportive of the Sterling police. He also announced that the Massachusetts State Police Wives will be hanging blue ribbons on trees and poles in support of the police throughout the state.

Yield sign Swett and Kendall Hill Road

Chief Chamberland reported to the Board that after consideration, he would suggest a yield sign be installed at Swett Hill and Kendall Hill Roads. Selectwoman Cranson moved that the yield sign be posted at the junction of Swett Hill and Kendall Hill Roads. Selectman Lane 2nd. Selectwoman Cranson – Aye. Selectman Lane – Aye. Chairman Kilcoyne – Aye. Motion carried.

Review Application form for COA for Volunteers

The Council on Aging submitted an alternative Volunteer Application Form. They requested that the Board give the COA permission to use this proposed Volunteer Application. However, the consensus of the Board is that they want continuity for all departments. Therefore, the Board will consider both the current form and the proposed form. At a future meeting they will determine which form will be the used by all.

1 day license at 228 Leominster

After discussion, Selectman Lane moved to approve the 1 day alcohol permit for Erin Walsh and Joanne Jesenski through 228 Leominster Road for a wedding on October 1, 2016. The permit will be valid from 4 – 10.00 pm. Selectwoman Cranson – 2nd. Selectwoman Cranson – Aye. Selectman Lane – Aye. Chairman Kilcoyne – Aye. Motion carried.

TA Goals and Objectives

The Board submitted the following goals for the Town Administrator:
Chairman Kilcoyne:

- Improve Overall Communication
- Review Personnel Board Options and update the Compensation Plan for the Annual Town Meeting
- Work with auditors to implement recommendations and to improve the Town's Bond rating if possible
- Improve overall response time to requests from Committee and Board members as well as the public
- Maintain an action list for BOS on-going. (A basic "to do" list)

Selectwoman Cranson:

- Improve relationships and Communication with Employees
- Improve time management and organization
- Share knowledge and foster relationship with Boards and Committees
- Continue to develop better system for appointments

Town
Administrator
Report

Public Session

Adjourn

- Training for Executive Assistant

Long term-

- Establish compensation plan and initiate employee reviews
- Stay current on Town's Communications plan
- Continue working with Finance committee in regard to Warrants and OPEB
- Continue working with EDC to aid in moving Town forward with planning, zoning and design

Selectman Lane:

- Work toward making permitting and work flow more manager and customer friendly.
- Explore the possibility of providing Rte. 12, Chocksett Road, Main Street, Light industrial areas, Commercial areas and Town Center Districts with sewer.

The Town Administrator reported that his personal goals are:

- Revise Personnel Policy Bylaw for the Annual Town Meeting
- Work on the Classification and Compensation for employees by means of
 1. New Personnel Board
 2. Employee Committee
 3. Consultant
- Implement Employee reviews
- Bring the sale of the Hardscrabble Road property to a close
- Resolve building problems at both the Fire station and the 1835 Town Hall
- Resolve IT issues, including the implementation of a more secure back-up plan and website training for Department heads

School walk through - The Town Administrator walked through the school with Joe Scanlon, the school principals and the facilities manager. The schools are requesting carpet replacement. It is estimated to cost approximately \$250,000.00. They are willing to consider alternative materials for flooring options. They also questioned the possibility of converting the building to natural gas. The Town Administrator reported that the cost of bringing the gas line to the building and converting the building would be substantial. Yet, the fuel savings would be shared by the district. Therefore, he would advise against the expense.

Actuarial report – The Actuarial report indicates that the projected OPEB costs from July 2012 – July 2015 went down by approximately 300,000.00. Therefore, the anticipated OPEB liability is 11.3 million rather than the previously anticipated 11.6 million. The Town has been aggressive in controlling health insurance costs and that effort is reflected in this new projection.

Lighting – The Light Department will have a contractor replace all the current lighting in the Town Buildings with cost effective LED lights.

The Board of Health has asked for a meeting with the BOS and Water Department to discuss the water plan for the Town. Another water source may be necessary in the future. The Water Department has also indicated that they would like to meet with the BOH and the BOS ...perhaps in executive session to discuss negotiations with the State. They have requested a bit of time to be sure that their consultant is able to attend the meeting. This will be a separate, stand alone meeting.

The Senior Center will hold its Grand opening on October 2, 2016 from 1 – 4 pm at 36 Muddy Pond Road.

No one wished to speak at public session.

Selectwoman Cranson moved to adjourn at 9:48. Selectman Lane 2nd. Selectwoman Cranson – Aye. Selectman Lane – Aye. Chairman Kilcoyne – Aye. Motion carried.

Materials: goals, Fair permits list, minutes, voting procedures, Hardscrabble subdivision proposal, police report, traffic control sign recommendation.

Selectmen’s Meeting Minutes
August 24, 2016

proposed volunteer form, 1 day alcohol permit request