

TOWN OF STERLING
BOARD OF SELECTMEN
September 7, 2016

MEETING:	<p>Chairman Kilcoyne called the meeting to order at 6:43 PM. Roll Call: Selectwoman Cranson - Present. Chairman Kilcoyne – present. Selectman Lane – present.</p> <p>At 6:44 Chairman Kilcoyne made a motion to convene in Executive session pursuant to MGL Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to anticipated litigation if an open session discussion will have a detrimental effect on the Town's litigating position and the chair so declares. Also Non-union negotiations pursuant to MGL Ch. 30A Section 21 (a) (2) to discuss contract negotiations with nonunion personnel – Victoria Buckley. Selectwoman Cranson 2nd. Chairman Kilcoyne – Aye. Selectwoman Cranson – Aye. Selectman Lane – Aye. Motion Carried. The Chairman stated that the public session would reconvene after the Executive Session. The Board proceeded to Executive Session.</p> <p>At 7:24 pm Chairman Kilcoyne made a motion to reconvene in public session. Selectwoman Cranson 2nd. Chairman Kilcoyne – Aye. Selectwoman Cranson – Aye. Selectman Lane – Aye. Motion Carried.</p>
Minutes	<p>After discussion: Selectman Lane moved to approve the minutes of August 24, 2016 as written. Selectwoman Cranson 2nd. Selectwoman Cranson – Aye. Selectman Lane – Aye. Chairman Kilcoyne – Aye. Motion carried.</p>
Young Hero Award	<p>On the night of August 10, 2016, 10 year old Maeve Keneally was awoken by the smell of smoke. Upon investigation, she determined that there was a fire in the attached garage of her home. She immediately alerted her family and the Fire Department was called. Due to Maeve's early intervention, her family was saved and the fire department was able to contain the fire to the garage. For her actions, Maeve was awarded the Young Hero award by the State Fire Marshall and received a citation from the Sterling Fire Department.</p>
Fire Department Report	<p>Chief Hurlbut gave his quarterly report: June 1, 2016 to August 31, 2016</p> <ul style="list-style-type: none">- The fire chief attended the Economic Development Committee forum held at the Chocksett School on June 2nd- The fire department held its monthly blood pressure clinic at the Senior Center on June 2nd- The fire department participated in the DCR's Wachusett Public Safety Day held at John Augustus Hall on June 4th. They displayed Forestry 2 and our Dive Team equipment- The police chief and Fire Chief attended the annual Emergency Response Plan meeting held by Eversource at the Beechwood Hotel on June 8th- The fire chief attended the Wachusett Reservoir after action exercise improvement plan meeting at John Augustus Hall on June 9th- Attended the WRSD Safety meeting at the District Central Office on June 10th- Department members attended the annual Flag Day Ceremony at the school on June 14th- The fire chief and Assistant EMD attended the Emergency Management Directors quarterly meeting in Dudley on June 16th- Fire department personnel assisted the Recreation Department with the raft and buoy deployment at the town beach on June 16th- The Fire Chief, Lt. Kokernak and FF/Medic Emerton attended a three day hazardous materials training on June 17th, 24th, and 29th- Department members attended a Fire District 8 training seminar on June 17th- Firefighters, EMT's and the CERT provided detail coverage at the Drag Strip Reunion held at Sterling

- Airport on June 18th
- The annual Wachusett Firefighters Muster was held in Holden on June 19th
 - Recruit graduation was held for FF/Medic James Emerton at the Fire Academy on June 28th – several members of the department attended

July Review:

- The fire department held its monthly blood pressure clinic at the Senior Center on July 7th
- Annual hose testing was completed on all large diameter hose and 2-1/2” hose on July 7th
- Attended the WRSD Safety meeting at the District Central Office on July 13th
- A public safety radio communications meeting was held at the fire station on July 14th to strategize future communication needs for all public safety agencies
- A Fair Safety Committee meeting was held at the fire station on July 15th
- Lt. Kokernak attended a Road Safety Audit meeting held at the Town Hall on July 28th

August Review:

- The fire department held its monthly blood pressure clinic at the Senior Center on August 4th
- Technical Rescue team members from the department participated in a drill held at the Gardner Water Treatment plant on August 4th
- The fire chief and FF/Medic Ares attended a medical services meeting at Health Alliance Hospital in Leominster on August 5th to discuss regional training and other EMS topics
- The fire and police chiefs attended the annual Chocksett / Houghton School Emergency Response Plan meeting on August 8th to review safety policies and schedule various drill for the upcoming school year
- The fire chief attended a 1-day training course at the Mass Fire Academy on August 10th on “Taking Action Against Firefighter Cancer”
- Several training sessions were hosting by the Sterling Dive Team and taught by FF/Medic Nickerson on side-scan-sonar operations
- The fire chief and FF Todorov attended the Town IT Committee meeting on August 15th
- Fire department personnel assisted the Recreation Department with taking in the raft and buoys at the Town Beach for the season on August 18th

Incidents for Period:	Jun.:	136	(55 Fire / 81 Medical)
	Jul.:	111	(36 Fire / 75 Medical)
	Aug.:	<u>100</u>	(27 Fire / 73 Medical)
	Period Total:	347	
	Annual Total:	810	

Major Incidents for Period: During this period the department responded to a major brush fire at the Leominster / Sterling line on 7/20 and again on 7/23, a 1-alarm house fire on Holden Road on 7/23, a 2-alarm fire on Birch Drive on 8/10 and a car fire on Redemption Rock Trail on 8/17. We responded to a major accident on Main Street on 8/14.

Interview/
appoint Veronica
Buckley for Senior
Center Director

The search committee for the Senior Center Director consisted of 3 Council on Aging members, 2 at large members, the Town Administrator and one member of the Select Board. Fourteen resumes were received and 4 candidates were interviewed by the Search Committee. The Search Committee recommended Veronica Buckley for the position. Ms Buckley gave a brief overview of her experience and qualifications:

- Worked for Elder services in Ware, MA providing outreach
- Resident service coordinator for housing
- Writes, implements and manages programming for grants
- Certified SHINE counselor
- Masters of Science in Management of Aging Services

	<ul style="list-style-type: none">• Bachelor of Science in Nursing <p>Ms Buckley hopes to continue to build upon the programming and resources available to the community. The Board thanked the search committee for their time and dedication.</p> <p>Selectwoman Cranson moved that the Town Administrator write an offer letter for Ms. Buckley. Selectman Lane 2nd. Selectwoman Cranson – Aye. Selectman Lane – Aye. Chairman Kilcoyne – Aye. Motion carried.</p>
Fire Department Roof Issue	<p>Sean Hamilton, Chip Hallet and Matthew Stelmach attended the meeting to inform the Board as to the work performed at the Fire Station by means of the Energy Committee's grant money. Mr. Hallet reported that issues with the HVAC system as well as problems with the thermostats and base board controls were fixed. It is the opinion of the Energy committee that the ice damming problems that have been experienced at the Fire Station may have been largely caused by the overheating of the building. They are of the opinion that prior work done to insulate the roof, coupled with their most recent repairs and enhancements, may be enough to greatly reduce or eliminate the icing problems. After discussion the Board agreed to "weather out" the winter to see if the icing persists and a major overhaul is needed to rectify the issue or if the applied preventive measures will be enough to solve the ice dam problem on the Fire Station roof.</p> <p>Sean Hamilton announced that the Light Department will host a special meeting on October 12th at the Senior Center. There will be a celebration to kick-off Sterling's Community Clean Energy Resiliency Initiative Battery Storage Project. This project was funded in part by a 1.46 Million dollar State grant. Assistance and technical assistance was also received from the Department of Energy and the Sandia National Laboratories. This project is located at the Sterling Municipal Light Department Substation and will provide resiliency to the Police Station and Dispatch Center during times of extended outages and will provide benefits to the rate payers of Sterling. This is the first utility scale project in Massachusetts and the only one in New England.</p>
MART agreement for COA services	<p>The Board considered the proposed MART contract for the COA transportation services. It is the same as last year's contract. However, the MART will meet on September 22, to consider input/feedback that they have received, regarding the contract. Selectman Kilcoyne will attend the meeting. After discussion, Selectwoman Cranson moved that the Board authorize Chairman Kilcoyne to sign the contract after that meeting, provided there are no major changes made to the contract. Selectman Lane 2nd. Selectwoman Cranson – Aye. Selectman Lane – Aye. Chairman Kilcoyne – Aye. Motion carried.</p>
Historical Commission Appointment	<p>After discussion, Selectman Lane moved to appoint David Gibbs to the Historical Commission. Selectwoman Cranson 2nd. Selectwoman Cranson – Aye. Selectman Lane – Aye. Chairman Kilcoyne – Aye. Motion carried. The terms of the Historical Commission are staggered. Therefore, Mr. Gibbs term end will be June 30, 2018.</p>
Hold Harmless Agreement for CR Helicopter	<p>The submitted hold harmless agreement for CR Helicopters is the same as previous years. It is valid for September 9 – 11, 2016. After discussion, Selectman Lane moved to approve the Hold Harmless Agreement between the Town of Sterling and CR Helicopters. Selectwoman Cranson 2nd. Selectwoman Cranson – Aye. Selectman Lane – Aye. Chairman Kilcoyne – Aye. Motion carried.</p>
Employment Application	<p>The Town Administrator proposed a standardized Employment Application to be used by the Town. After discussion, Selectwoman Cranson moved that the Board approve the proposed Employment Application and include it in the Employee Handbook. Selectman Lane 2nd. Selectwoman Cranson – Aye. Selectman Lane – Aye. Chairman Kilcoyne – Aye. Motion carried.</p>
Curb/Driveway Cut for 56-58 Kendall Hill Rd.	<p>After discussion, Selectman Lane moved to approve the driveway/curb cut for 56 or 58 Kendall Hill Road. (Number not assigned yet). Selectwoman Cranson 2nd. Selectwoman Cranson – Aye. Selectman Lane – Aye. Chairman Kilcoyne – Aye. Motion carried.</p>

Selectmen's Meeting Minutes

September 7, 2016

Curb/Driveway
Cut for 5
Goulding Rd.

After discussion, Selectman Lane moved to approve the driveway/curb cut for 5 Goulding Road. Selectwoman Cranson 2nd. Selectwoman Cranson – Aye. Selectman Lane – Aye. Chairman Kilcoyne – Aye. Motion carried.

Mr. Russ Philpot reported, as a point of information, that the only Sterling roads that are not designated as "Scenic" are the numbered State roads and Merrill Road. He also reported that if it is determined by the Superintendent of the Department of Public Works that there is more than 18 feet of stone wall to be removed for any reason, or if public trees are to be removed, the Planning Board must be petitioned and a public hearing must be held.

Town
Administrator
Report

The Town Administrator reported the following:

ZBA – The Zoning Board of Appeals is soliciting volunteers to serve on their board.

Basement Estimates – The estimates to renovate the basement have not been received yet. They will be presented at the next meeting.

Fair – The Sterling Fair is this weekend, September 9-11. The fireworks will be displayed at 9 pm on Friday.

Veteran's District – The Veterans District including Leominster, Lancaster and Sterling has been approved by the State. The Veteran's agent will hold weekly hours (to be determined) at the Senior Center.

Public Session

Mr. Philpot voiced his concerns about remodeling the basement area to accommodate the needs of the Town Clerk.

Adjourn

Selectman Lane moved to adjourn at 8:52. Selectwoman Cranson 2nd. Selectwoman Cranson – Aye. Selectman Lane – Aye. Chairman Kilcoyne – Aye. Motion carried.

Materials: minutes, Fire Department update, Buckley resume, MART contract, Gibbs Volunteer App., Hold harmless agreement, Employment application, curb cut apps.,