

TOWN OF STERLING
BOARD OF SELECTMEN
September 21, 2016

MEETING:	Chairman Kilcoyne called the meeting to order at 7:01 PM. Roll Call: Selectwoman Cranson - Present. Chairman Kilcoyne – present. Selectman Lane – present.
Minutes	<p>After discussion: Selectman Lane moved to approve the executive minutes of September 7, 2016 as written. Selectwoman Cranson 2nd. Selectwoman Cranson – Aye. Selectman Lane – Aye. Chairman Kilcoyne – Aye. Motion carried.</p> <p>After discussion: Selectman Lane moved to approve the public minutes of September 7, 2016 as written. Selectwoman Cranson 2nd. Selectwoman Cranson – Aye. Selectman Lane – Aye. Chairman Kilcoyne – Aye. Motion carried.</p> <p>Chairman Kilcoyne took the opportunity to report to the viewing audience that the Board is currently addressing the following important issues:</p> <ul style="list-style-type: none">• Replacing the IT consulting firm for the Municipality• Beginning the process to find a new Town Administrator• Celebrating the Grand Opening of the Senior Center. <p>He explained that blue ribbons have been placed on poles in town in support of Massachusetts Law Enforcement and that the Board supports this endeavor by the Wives of State Police.</p> <p>He reminded the citizens that it is illegal to steal, remove or destroy political signage that is displayed on private property.</p> <p>He also thanked the Senior Center Building Committee for making the Senior Center a reality and reminded people that the public is welcome to the Grand Opening of the Senior Center on Sunday, October 2, from 1-4.</p>
Banners	Selectman Lane proposed that the Town re-establish a place to hang a Town Banner. Months ago the Maple street pole, that supported the banner, was necessarily removed by the light department. Selectman Lane reported that he has discussed the issue with the Light Department Supervisor, Sean Hamilton. Mr. Hamilton suggested that banners be displayed between dedicated poles in front of the Light Department. Selectman Lane asks that the Board consider this proposal as well as the policy concerning banners and that the Board vote upon the issue at a future meeting.
Odyssey Advisors OPEB Report	Odyssey advisors are actuaries and management consultants, who provide actuarial consulting and valuation services to over 250 MA Municipal entities. They are primarily focused on retirement plans, including retiree medical, defined benefit plans and defined contribution plans. Francis Fraine and Parker Elmore addressed the Board. They reported that although a significant increase in Sterling's OPEB liability was expected, it actually decreased slightly. They explained that the OPEB liability for the Town of Sterling was somewhat elevated due to the fact that a large percentage of the Town's employees are in public safety and/or close to retirement age. Public safety employees are eligible to retire at an earlier age and therefore, the Town must carry more of the insurance costs until that person becomes eligible for Medicare at age 65. The projection of costs also reflects the fact that people are living longer and therefore will receive more benefits over their lifetimes. The Towns have a 30 year window in which to fund their OPEB liabilities.
Appoint Pat Fox and discuss Neighbor to Neighbor	Judge Patrick Fox and Jody Briedel, Director of the WHEAT program based in Clinton, addressed the Board regarding the Neighbor to Neighbor program. The Neighbor to Neighbor program was established in 2011 by the Beaupre's as a charitable program to assist Sterling residents who required a "hand up." Judge Fox reported that after research, he believes that there are two problems that exist with the program as it stands.

1. Donations are not tax deductible
2. The private fund/program is too entangled with Town Government
Judge Fox is of the opinion that those issues could be rectified by having the WHEAT program handle the fiduciary aspect of the program. He proposed that he and Ms. Briedel work out a memorandum of understanding that would bind the program with WHEAT and therefore make contributions tax deductible. Ms Briedel reported that initially the service can be provided without cost to the Town. However, she requests that the memorandum contain language that would allow WHEAT to, yearly assess the in-house cost of providing service.
After discussion, Selectman Lane moved to appoint Judge Patrick Fox as a Representative for the Neighbor to Neighbor Program. Selectwoman Cranson 2nd. Selectwoman Cranson – Aye. Selectman Lane – Aye. Chairman Kilcoyne – Aye. Motion carried.
Judge Fox will work on the Memorandum of Understanding and the Guidelines for administration of the program and return for approval at a future meeting of the Board.

Town
Government
study

Mr. Robert Dumont and Mr. Donald Murray addressed the Board concerning the 2012 Government Study Report. Ultimately, both gentlemen advocated for moving ahead with a Town Charter Commission. Establishment of a Town Charter requires a vote at the Annual Town Meeting Warrant. If approved, the Charter Commission members are to be elected.
Mr. Dumont stated that a Charter Commission could use the 2012 Town Government Report as a basis for their initial work. The Commission would be required to establish either a 10 or 18 month time limit for the conclusion of their work. Then they would be required to bring their recommendations to Town meeting for voter approval.
Currently, the Economic Development Committee is working toward a handbook that will increase understanding and efficiency when navigating Municipal rules, regulations and bylaws. The Board will discuss the establishment of a Charter Commission at a future meeting.

Amend Curb Cut
Application

Selectman Lane requested that this issue be tabled until he has the opportunity to discuss the curb cut process with the DPW, Fire Department and Building Department. He wants to be certain that ALL necessary changes are made at the same time.

Police report

Personnel, Training and Equipment:

- Prisoner holding cells were equipped with telephones.
- Free public phone installed in the lobby of the police station.
- Sgt. Pomeroy served as acting chief while the Chief discharged vacation time.
- Officers Plouffe and Fugere completed firearms instructor class. They will serve as firearms instructors for the department.
- Taser recertification was completed.
- All radar units were calibrated and certified.
- Part-time dispatcher Lanciani has completed training and is working shifts.

Community Interaction:

- Contacted by MSP wives Cover the State Blue. Set up date and time (Sep 4th).
- Met with school administration and faculty preparation for school opening.
- Sterling Fair preparation.
- Basic handgun safety class scheduled for Sept 20 at 5:30.
- Radar trailer was repaired and placed back in service.
- Monthly school safety meeting.

General Police Business:

- Two state grants were approved: Support and incentive grant and Compliance Grant, \$21,904 and

	<p>\$10,000.</p> <ul style="list-style-type: none"> Three arrests during the month: 2 warrants, one person arrested on multiple charges. <p><u>Traffic Matters:</u></p> <ul style="list-style-type: none"> Fifty-five (55) motor vehicle stops Twenty six (26) citations issued. <p>Crashes:</p> <ol style="list-style-type: none"> Chocksett and Leominster. Rear end collision. Maple St. rear end collision. Leominster Rd. Rear end collision. Main and Princeton Rd. Left lane of travel. Main and Princeton. MV vs. bicycle. Leominster Rd. broad side. (at driveway) Chace Hill Rd. Leaving travel lane. Redemption Rock Trail. Lane departure.
Appoint Emma Massa to Cell Monitor/Matron	<p>Upon the recommendation of Chief Gary Chamberland, Selectwoman Cranson moved to appoint Emma Massa as a cell monitor for the Police Station. Selectman Lane 2nd. Selectwoman Cranson – Aye. Selectman Lane – Aye. Chairman Kilcoyne – Aye. Motion carried. Ms. Massa is a Sterling resident and is currently studying Criminal Justice.</p>
Appoint Paul Austin to IT Committee	<p>After discussion, Selectman Lane moved to appoint Paul Austin to the IT Committee. Selectwoman Cranson 2nd. Selectwoman Cranson – Aye. Selectman Lane – Aye. Chairman Kilcoyne – Aye. Motion carried.</p>
IT Issues	<p>The current IT consulting firm of Spaulding Hill has cancelled their contract with 30 days notice. The IT Committee is currently soliciting proposals. They wish to enter into a 9 month contract which would include a 90 day notice for cancellation by the IT company. To date, the IT Committee has received 6 proposals. Those proposals will be considered by the committee on Friday at 5:00pm. The scoring of the proposals will be discussed, interviews held and a recommendation will be presented to the Board of Selectmen, as soon as possible.</p>
TA Recruitment	<p>The projected last day for the current Town Administrator, Mike Szlosek, is October 17th. The Board requests that those interested in being on the Search Committee for a new Administrator submit a volunteer request form. The Board wishes to post a preliminary ad that lets the public know that the Town WILL be looking for a new Town Administrator. After the Search has been formed and they have compiled an RFP, the ads will go out. The Board will consider the appointment of Treasurer, Ann Cervantes as Interim Director.</p>
Town Administrator Report	<p>The Town Administrator and Selectwoman Cranson will attend the MART meeting tomorrow. They are especially interested in the discussion regarding reimbursements for van drivers and insurance.</p> <p>School Lease – The Town Administrator reported that, unfortunately, the majority of the Towns continue to support the current proposal that elevates the \$25,000.00 threshold for costs of Major Maintenance or Capital Improvements to \$35,000.00. However, they are amenable to compensating towns that do not have sewer hook-ups and having those funds deposited into an account that will be used in the future to alleviate the expense of replacing their leach fields. He believes there is little else to be gained without the support of other towns.</p> <p>In regard to OPEB for the schools, all of the Towns must agree to put money into a reserve fund for the purpose of OPEB liability.</p>

Selectmen’s Meeting Minutes
September 21, 2016

Public Session

No one in the audience chose to speak.

Selectwoman Cranson voiced her opinion that the Town Clerk should set up polling booths in the basement even though there will not be any improvements done to accommodate the voting except for the fact that computers and voting booths must be arranged to provide the service.

Everyone was reminded that the Town has multiple volunteer positions available.

The Board thanked the Fair Committee, Fire, Police, DPW, Ciborowski Family Trust and the Simpson Family for working together to make the Sterling Town Fair a success.

Adjourn

Selectwoman Cranson moved to adjourn at 9:44. Selectman Lane 2nd. Selectwoman Cranson – Aye. Selectman Lane – Aye. Chairman Kilcoyne – Aye. Motion carried.

Materials: minutes, Odyssey presentation, Banner request form, Planning Board request, Police report, cell monitor recommendation, volunteer app. For Austin,