

TOWN OF STERLING
BOARD OF SELECTMEN
October 5, 2016

MEETING:	Chairman Kilcoyne called the meeting to order at 7:02 PM. Roll Call: Selectwoman Cranson - Present. Chairman Kilcoyne – present. Selectman Lane – present.
Minutes	<p>After discussion: Selectman Lane moved to approve the public minutes of September 29, 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 21, 2016 as written. Selectwoman Cranson 2nd. Selectwoman Cranson – Aye. Selectman Lane – Aye. Chairman Kilcoyne – Aye. Motion carried.</p>
Appoint MART Representative	After Discussion, Selectman Lane moved to appoint Greg Dumas as the MART Representative for the Town of Sterling. Selectwoman Cranson 2 nd . Selectwoman Cranson – Aye. Selectman Lane – Aye. Chairman Kilcoyne – Aye. Motion carried. Mr. Dumas will attend the MART meetings. His mission is to bring back a summary of the meetings and to advocate for better services for the Town of Sterling. The Board also wishes to consider Mr. Dumas as the Town's Representative for the Montachusett Joint Transportation Commission. They will consider that appointment at a future meeting.
Appoint Interim TA	After Discussion and consideration, Selectwoman Cranson moved to appoint Treasurer Anne Cervantes as the Interim Town Administrator. Selectman Lane 2 nd . Selectwoman Cranson – Aye. Selectman Lane – Aye. Chairman Kilcoyne – Aye. Motion carried. It was the consensus of the Board that Anne's experience and familiarity with the town and town's processes make her the best choice for the position. She will work closely with Mr. Szlosek in the next few days in order to make the transition as seamless as possible. The board encouraged Ms. Cervantes to ask the board for help, if she needs it. Mr. Szlosek will transfer his position as procurement officer.
Appoint Members of TA Search Committee	After discussion, the Board cast their individual votes for members to serve on the Town Administrator Search Committee. Tabulation of the votes determined that the following people were chosen by the majority vote: Charles Conroy, Henry Noyes, Matthew Stelmach, Todd Solar, Larry Pape, Judge Pat Fox and Donlin Murray. Therefore, Selectwoman Cranson moved that Charles Conroy, Henry Noyes, Matthew Stelmach, Todd Solar, Larry Pape, Judge Pat Fox and Donlin Murray be appointed to the Town Administrator Search Committee. Selectman Lane 2 nd . Selectwoman Cranson – Aye. Selectman Lane – Aye. Chairman Kilcoyne – Aye. Motion carried.
Amended Curb Cut Application	Selectman Lane moved to table the discussion on the Curb Cut application. Selectwoman Cranson 2 nd . Selectwoman Cranson – Aye. Selectman Lane – Aye. Chairman Kilcoyne – Aye. Motion carried.
Approve Banner Policy	Selectman Lane moved to table the discussion on the Banner policy. Selectwoman Cranson 2 nd . Selectwoman Cranson – Aye. Selectman Lane – Aye. Chairman Kilcoyne – Aye. Motion carried.
Approve Finance Committee Budget Calendar	<p>The Finance Committee's proposed Budget Calendar was considered by the Board. After discussion, it was the consensus of the Board that they would like the following changes to be made to that proposal:</p> <ul style="list-style-type: none">• Mid-November, 2016 – change the word "sets" to "recommends". It was then suggested that the Board have a joint meeting with FinCom to "set" the targets• February 3, 2017 – Remove the word "placeholder" as the Board wishes for articles to be submitted

	<p>with verbiage for final article. However, actual budgetary numbers will not be required until a later date.</p> <ul style="list-style-type: none"> February 24, 2017 - Delete word "placeholder". February 25, 2017 - The Board would like a joint meeting with the Finance Committee and the BOS for Budget Hearings March 13, 2017 - Add to this that all budgetary numbers will be included in the final deadline for submission of all ATM and STM Articles March 29 or April 5, 2017 – Add that the BOS will prepare motions April 18, 2017 - Add that the motions will be ready and the Warrant will be sent to the Moderator and Town Counsel All finished articles must be submitted in Microsoft format in a standardized font and template
Discuss Property 33 Main St.	<p>Mr. Gary Griffin addressed the Board regarding his reported inability to finance the remainder of the building repairs at 33 Main Street. Mr. Griffin stated that although he has re-sided two sides of the building, prior to deadline that was imposed on April 30, 2015, he is unable to financially shoulder the costs of completing the project, in a timely manner.</p> <p>Repairs were to commence no later than October 1, 2015 and be completed by October 1, 2016. A work plan dated April 22, 2015 was submitted by Mr. Griffin, as per the order of the board. The Board is concerned because adherence to the submitted plan was not followed. Therefore, the exterior of the building has not been painted, as per the order. The consensus of the Board is that they will not impose fines until after they contact Town Counsel, regarding the options available to them. They will address the issue at the next regularly scheduled meeting and are hopeful that the Mr. Griffin will have completed the project by then, rendering any other discussion unnecessary.</p>
Approve Curb Cut Tuttle Road	<p>No paperwork was received to consider the approval of the Tuttle Road Curb Cut.</p>
1835 Town Hall Roof Issues	<p>Selectman Lane, with assistance from Town Administrator, Mike Szlosek and Facilities Technician, Tom Rutherford, opened up the ceiling on the top floor of the 1835 Town Hall Building to examine the beams that support the roof. They found that one of the support beams is completely severed due to a stress crack. This new finding is substantial ... especially when coupled with the knowledge that there is at least one other severely cracked support beam, that was discovered some time ago. A structural engineer will draw up a design to repair the damage and structurally enhance the stability and integrity of the roof so that roofing can be applied. The Board is aware that this will be a serious financial burden for the Town.</p> <p>When the ceiling was opened, debris accumulated. This material will be sent out to test for toxicity. In the mean while the second floor of the 1835 Town Hall must not be used. Kristen Dietel, Director of the Recreation program requested that the Board keep her apprised of all activity that will be happening regarding the building. She reported that the building hosts 55 programs during the course of a year and that the safety of the building is paramount. She was assured that neither the Building Commissioner nor the engineer felt there was imminent danger. Ms Dietel was assured that the Senior Center is available for Community usage.</p> <p>A summary of the structural findings were sent to the chair of the 1835 Town Hall Committee.</p>
IT Vendor Transition	<p>Amrith Kumar, Chair of the IT Committee, addressed the Board with the intent of letting the public know what is happening, regarding the Town's IT transition. In September, Spaulding Hill gave the Town notice that they will no longer provide service to the Town of Sterling. Last Thursday, the Town entered into a contract with Guardian IT to take over as the IT service provider. On Friday, October 7, Spaulding Hill will remove their proprietary and antivirus software and it will be replaced with software that will be managed by Guardian IT.</p>

Selectmen's Meeting Minutes

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The Town Administrator will discuss the issue of Back-up, in all Municipal Buildings, with Guardian. Revisions in practices may be implemented within the next few months. Selectman Lane moved that Chairman Kilcoyne be authorized to sign the contract with Guardian. Selectwoman Cranson 2nd. Selectwoman Cranson – Aye. Selectman Lane – Aye. Chairman Kilcoyne – Aye. Motion carried.

The Board is aware that the future recommendations of the new IT provider may require funds to be approved through a reserve fund transfer or budgetary money. Guardian should work with the Finance Committee to recommend money articles for the Annual Town Meeting.

Town
Administrator
Report

The Conservation Commission requests that Town Counsel assist in the issues regarding the neighbor dispute on Hall Avenue. Reportedly, the neighbor has blocked access to Conservation land. Selectman Lane suggests the questions to Town Counsel be pointed so as to get a definitive answer to questions with the least amount of cost to the tax payer.

The Board thanked Michael Szlosek for his service to the Town and especially for the respect that he showed to everyone during his employment as Town Administrator. They wished him luck in his new position.

Public Session

No one spoke at public session.

Adjourn

Selectwoman Cranson moved to adjourn at 9:52. Selectman Lane 2nd. Selectwoman Cranson – Aye. Selectman Lane – Aye. Chairman Kilcoyne – Aye. Motion carried.

Materials: minutes, Dumas Application for MART, Minutes, TA Search Applications, Letters regarding 33 Main.