

TOWN OF STERLING
BOARD OF SELECTMEN
November 2, 2016

MEETING:	Chairman Kilcoyne called the meeting to order at 7:00 PM. Roll Call: Selectwoman Cranson - Present.
Minutes	<p>Chairman Kilcoyne – present. Selectman Lane – present.</p> <p>Selectman Lane moved to accept the Executive Session minutes for October 19, 2016, as written. (Not to be released until the matter is resolved). Selectwoman Cranson 2nd. Chairman Kilcoyne – Aye. Selectwoman Cranson – Aye. Selectman Lane – Aye. Motion Carried.</p> <p>Selectman Lane moved to accept the Department Head meeting minutes for October 19, 2016, as written. Selectwoman Cranson 2nd. Chairman Kilcoyne – Aye. Selectwoman Cranson – Aye. Selectman Lane – Aye. Motion Carried.</p> <p>Selectman Lane moved to accept the Public meeting minutes for October 19, 2016, as written. Selectwoman Cranson 2nd. Chairman Kilcoyne – Aye. Selectwoman Cranson – Aye. Selectman Lane – Aye. Motion Carried.</p>
Tax Classification Hearing	Chairman Kilcoyne called the Tax Classification Public Hearing to order at 7:05. Richard Sheppard and Rebecca Boucher explained the purpose of the hearing. Prior to the mailing of the 3 rd quarter tax bills, the BOS must hold a hearing to determine the percentage of the Town's property tax levy to be borne by each major property class per Chapter 40, Section 56 of the MGL. The Assessors recommended that the Town continue to support the single rate, as has been the practice. After discussion, Selectman Lane moved that the Sterling Board of Selectmen votes in accordance with MGL Chapter 40 Section 56, as amended, the percentage of local tax levy will be borne by each class of real and personal property, relative to setting the fiscal Year 2016 tax rates and set the Residential Factor at 1.0, with a corresponding CIP shift of 1.), pending approval of the Town's annual tax recap by the Massachusetts Department of Revenue. Selectwoman Cranson 2 nd . Chairman Kilcoyne– Aye. Selectwoman Cranson – Aye. Selectman Lane – Aye. Motion carried.
IT Update	<p>Brad Warren of Guardian IT along with Robert Bloom and Amrith Kumar of the IT Committee brought a list of priority recommendations to the Board. Their immediate goal is to stabilize the IT environment. The list included the following:</p> <ul style="list-style-type: none">• The anti-virus should be managed for all town departments including police and fire• Firewalls should be installed in all town departments(Dell Sonicwall TZ300 suggested)• Increase internet speed in town hall• Improve backups in town hall• Increase town hall mail server space• Facilitate gigabit speed between town servers and back up devices• Reconfigure Senior Center HVAC with firewall• Facilitate data exchange between Police and Fire <p>After discussion Selectwoman Cranson moved that the town move forward with the 8 recommendations put forward by the IT committee and Guardian IT and that Anne Cervantes be the contact person for final approval for the implementation of these recommendations. Selectman Lane 2nd. Chairman Kilcoyne– Aye. Selectwoman Cranson – Aye. Selectman Lane – Aye. Motion carried. Financing for special or long term projects will need to go to Town Meeting.</p>
Oil Bid	After discussion, Selectwoman Cranson moved to approve option (2) in the oil bid from Radio Oil. This option offers a fixed price/Pay as delivered option and states (Fixed price period: November 1, 2016 through April 30, 2017 – this price that will vary minute-by-minute with market fluctuations until locked in. The price would

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be \$1.8290 as of October 21, 2016. If the Town decides to select this option, the price will be requested at the time that decision is made.) Selectman Lane 2nd. Selectwoman Cranson – Aye. Selectman Lane – Aye. Chairman Kilcoyne – Abstained. Motion carried.

Driveway Permit

After discussion and assurance that the property owners will not be removing stones that may have comprised an old stone wall at the road, Selectman Lane moved to approve the driveway permit for Lot 1 on Tuttle road. Selectwoman Cranson 2nd. Selectwoman Cranson – Aye. Selectman Lane – Aye. Chairman Kilcoyne – Aye. Motion carried.

Neighbor to Neighbor

At the last meeting, the Board asked that the original donors for the Neighbor to Neighbor Program be asked if they are in agreement with the proposed changes to the Neighbor to Neighbor Program. The board was advised that the Beaupres are comfortable with the changes. Therefore, Selectman Lane moved that the Memorandum of Understanding Between the United Way of Tri-County at WHEAT Community Connection in Clinton and the Town of Sterling be approved with a slight typo correction to the first page. Selectwoman Cranson 2nd. Selectwoman Cranson – Aye. Selectman Lane – Aye. Chairman Kilcoyne – Aye. Motion carried

Senior Center Usage Policy

Selectwoman Cranson stated that the usage of the Senior Center will be available on a first-come-first-serve basis to Town Boards and Committees at no charge. Other rental fees will be deposited into the General Fund for the Town. After further discussion, Selectwoman moved that the Board approve the Senior Center Usage Policy as written. Selectman Lane 2nd. Selectwoman Cranson – Aye. Selectman Lane – Aye. Chairman Kilcoyne – Aye. Motion carried. The Senior Center Usage Policy will be available on-line.

Hardscrabble Road

This topic will be brought up at a future meeting. Matthew Marro of the Conservation Commission will be asked to attend to present an update. Richard Sheppard addressed the Board, inquiring as to the plan for sale of the property. Selectman Lane explained to him that the current plan is for the Town to retain a 50 foot avenue of land on the side of the Hardscrabble property to provide access to land locked Conservation land, rather than hold a Town easement on the property to achieve that accessibility. Mr. Sheppard stated it is his understanding that the Conservation land holds the potential to be a water source for the town, in the future.

Energy Committee Appointee

After discussion, Selectman Lane moved to replace Mike Szlosek on the Energy Committee with Selectwoman Cranson, until a new Town Administrator is appointed. Chairman Kilcoyne- 2nd. Selectman Lane – Aye. Chairman Kilcoyne – Aye. Selectwoman Cranson – Aye. Motion carried

Finger Printing Policy

Chief Gary Chamberland worked with Town Council to draft the Finger Printing policy to meet requirements of the State, as well as the FBI. This new policy will translate into additional costs for licensing. Selectman Lane stated that once this policy is adopted, the statute declares that it becomes the law in Sterling. Selectman Lane moved that the Town of Sterling accept this regulation for fingerprinting for licensing, as authorized by MGL Chapter 6 Section 172B ½ Selectwoman Cranson 2nd. Selectman Lane – Aye. Chairman Kilcoyne – Aye. Selectwoman Cranson – Aye. Motion carried. The following will be required to be fingerprinted:

- Manager of Alcoholic Beverage License
- Hawker and Peddler
- Door to Door Soliciting
- Owner or Operator of Public Conveyance
- Dealer of Second Hand Articles
- Pawn Dealers
- Ice Cream Truck Vendor

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1835 Town Hall Update	<p>David Gibbs and Robert Jones addressed the Board with an update on the 1835 Town Hall. Mr. Jones stated that all the reports that are submitted to the board are made available on the 1835 Town Hall website. The 1835 Town Hall Committee is aware that the issues, regarding the building, are prioritized as roof, septic and a lift, to provide accessibility. Selectman Lane offered to open up the ceiling to expose the structure of the roof. This will make it possible to go out to bid for structural repairs. Selectman Lane stated that once the ceiling is down, there will be no insulation for the roof and is therefore advisable to close off the second floor for the cold weather season. Alternate space can be made available for programs that had taken place in the upstairs area. Also, a dumpster will be required to clean up the debris from the ceiling. The 1835 Committee is hopeful that the Town's people will vote to repair the roof via an article in the spring. They hope to request funds the following year for an internal lift and they plan to seek funding in grants for other projects. Selectman Lane moved to request and authorize the 1835 Town Hall Committee to investigate the feasibility and economic viability of repairing the Town Hall. Selectwoman Cranson 2nd. Selectman Lane – Aye. Chairman Kilcoyne – Aye. Selectwoman Cranson – Aye. Motion carried.</p>
Appoint Procurement Officer	<p>After discussion, Selectman Lane moved to appoint the Interim Town Administrator to the position of Procurement Officer until such time as a permanent Town Administrator can be appointed. Selectwoman Cranson 2nd. Selectman Lane – Aye. Chairman Kilcoyne – Aye. Selectwoman Cranson – Aye. Motion carried.</p>
Remote Participation	<p>In accordance with the Remote Participation Policy, covered in the Open Meeting Law, 29:10, that was implemented on February 13, 2013, Selectman Lane declared that, due to geographical distance, he will participate remotely, via phone, for the November 16th Meeting.</p>
Street Light	<p>Thomas Sabourin of 97 Maple Street requested that the Town place a street light in the vicinity of his home. Chief Gary Chamberland recommended the placement of the streetlight stating that over the past two years the police had responded to multiple incidents in that immediate area. After discussion, Selectman Lane moved to have a streetlight be placed in the vicinity of 97 Maple street. Selectwoman Cranson 2nd. Selectman Lane – Aye. Chairman Kilcoyne – Aye. Selectwoman Cranson – Aye. Motion carried.</p>
Holiday Closing and party	<p>After discussion, it was decided that the Municipal Building will be open during normal business hours on November 25th. Selectman Kilcoyne requested that the Board consider options for a holiday party and that the subject be considered further at the next meeting.</p>
Town Administrator Ad	<p>The Town Administrator job posting will be available on the Town website, the MMA Beacon website and the Telegram and Gazette. After discussion, Selectman Lane moved to approve the proposed TA advertisement with a modification that would change the cut-off date from November 23 to November 30 and the links will be added to the posting. Selectwoman Cranson 2nd. Selectman Lane – Aye. Chairman Kilcoyne – Aye. Selectwoman Cranson – Aye. Motion carried.</p>
Sewer Service Feasibility	<p>After discussion, Selectman Lane moved to request and authorize the EDC to investigate the feasibility and economic viability of bringing sewer from the City of Leominster to service Rte 12, Main Street, the community around East Waushacum Pond and Chocksett Road. The EDC would be authorized to speak to the Mayor and Sewer Commissioner or city authorized personnel on behalf of the Board of Selectmen. The EDC would be authorized to speak to appropriate State and federal authorities on behalf of the Board of Selectmen to research grants or loans which may be available to subsidize such a project. Selectwoman Cranson 2nd. Selectman Lane – Aye. Chairman Kilcoyne – Aye. Selectwoman Cranson – Aye. Motion carried. The EDC is encouraged to invite Paul Lyons, of the Water Dept., to join these discussions.</p>

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Follow up 33 Main Street	Mr. Gary Griffin addressed the Board regarding his property at 33 Main Street. He stated that although the building has not been completed per the Board's directive, he, Mr. Griffin, intends to complete the project by next summer. He stated that instead of scraping and painting the exterior of the building, he has decided to replace the lead painted siding with maintenance free material that will not pose any future problems. He has at this point finished the installation of siding on the sides and on the lower portion of the front of the building. He has also begun the process of painting the portions of the building that are detailed wood. He hopes to continue the painting process until weather prohibits. The Board will allow two more weeks to see if Mr. Griffin continues to improve the building.
Executive Session	Selectman Lane moved that the Executive Session be tabled until next meeting. Selectwoman Cranson 2 nd . Selectman Lane – Aye. Chairman Kilcoyne – Aye. Selectwoman Cranson – Aye. Motion carried.
Public Session	No one spoke at Public Session.
Adjourn	Selectwoman Cranson moved to adjourn at 9:34. Selectman Lane 2 nd . Selectman Lane – Aye. Chairman Kilcoyne – Aye. Selectwoman Cranson – Aye. Motion carried.
	<p>The Board wishes to address the following at the next meeting:</p> <ul style="list-style-type: none">• Main Street Property• Hardscrabble Road Update• TA Salary• Holiday party
	Materials: minutes, tax classification info., oil bid, driveway permit, memorandum of understanding, Senior Center usage policy, finger printing policy, procurement officer form, remote policy, streetlight info., polls for holiday closing, TA ad,