

TOWN OF STERLING  
BOARD OF SELECTMEN  
October 10, 2012

MEETING:

Chairman Sushchuk called the meeting to order at 6:04pm. Roll call established that Selectmen Paul Sushchuk, Ron Furmaniuk and Brain Patacchiola were present. **Vote:** Selectman Sushchuk made motion to approve agenda. Selectman Furmaniuk 2<sup>nd</sup>. Unanimous.

**VOTE:** Selectman Paul Sushchuk made a motion to enter into Executive Session regarding Real Estate, to be followed by Contract Negotiations. Roll Call Vote. Chairman Sushchuk – Aye. Selectman Furmaniuk – Aye. Selectman Patacchiola Aye. The public was asked to leave the room.

The public meeting resumed at 7:07.

Chairman Sushchuk declared that the Sterling Lancaster Television as the only official electronic copy of the meeting.

**VOTE:** Selectman Furmaniuk made the motion to approve the executive session minutes of September 12<sup>th</sup>, 2012, pertaining to Real Estate, not to be released until issue is resolved. Seconded by Selectman Patacchiola. All in Favor.

**VOTE:** Selectman Furmaniuk made the motion to approve the executive session minutes of September 12<sup>th</sup>, 2012, pertaining to Collective Bargaining, not to be released until issue is resolved. Seconded by Selectman Patacchiola. All in Favor.

**VOTE:** Selectman Furmaniuk made the motion to approve the regular September 12<sup>th</sup>, 2012 minutes. Seconded by Selectman Patacchiola. All in Favor.

**VOTE:** Selectman Patacchiola made the motion to approve the executive session minutes of September 24<sup>th</sup>, 2012, pertaining to Real Estate, not to be released until issue is resolved. Seconded by Selectman Furmaniuk. All in Favor.

**VOTE:** Selectman Patacchiola made the motion to approve the regular September 24<sup>th</sup>, 2012 minutes. Seconded by Selectman Furmaniuk. All in Favor.

Chairman Sushchuk announced that Loret Schur is the winner of the Chamber of Commerce "Robert W. Lewis" Outstanding Citizen /Volunteer Award. Select Board congratulated Ms. Schur and thanked her for her service to the Community.

Joint Meeting with  
Finance Committee  
and Moderator

The Board met with Dick Sheppard, Town Moderator and John Kilcoyne, Chairman of the Finance Committee to interview Joseph Sova for the position as a member of the Capital Committee and Patrick Fox for the position as a member of the Finance Committee. They interviewed Mr. Sova and Mr. Fox.

Dick Sheppard made the motion to appoint Joseph Sova to the Capital Committee. John Kilcoyne 2<sup>nd</sup>. Selectman Patacchiola Aye. Selectman Sushchuk Aye. Selectman Furmaniuk Aye. Term will expire June 6, 2014.

Selectman Furmaniuk made the motion to appoint Patrick Fox to the Finance Committee. John Kilcoyne 2<sup>nd</sup>. Selectman Patacchiola Aye. Selectman Sushchuk Aye.

Fire Department  
Quarterly Report

Dick Sheppard. Term will expire June 6, 2014.

Chief Hurlbut presented the quarterly report for the months of July, August and September 2012.

He announced that the highlights included:

- The launch and initial testing of the CodeRed reverse emergency notification system. The first test notification of CodeRed resulted in 3000 new subscriptions to the service.
- The Sterling Ambulance crew delivered a healthy baby boy in the back of the ambulance in August.
- EMT Cathie Martin retired as a call member after 27 Years including the Sterling Fire Fighter Ambulance Service.
- Firefighter/Paramedic James Harper retired after almost 28 years.
- The Board commended these people and the Fire Department for "job well done".
- The Fire Department will hold an Open House from 10 – 2 on Saturday, October 13<sup>th</sup>.

Ambulance Write-Off

Chief Hurlbut presented the request for the write-off in the amount of \$54,149.12. This total includes aged accounts from 488 days to as much as 4+ years. These accounts have been deemed "uncollectible" by the Fire Department's former billing company and the fire department's Billing Clerk.

Receipts during this period totaled \$1,031,451.00 so this write-off represents approximately 5.3% of total receipts. VOTE: Selectman Sushchuk made the motion to accept the Ambulance write-off, in the amount of \$54,149.12. Selectman Furmaniuk 2<sup>nd</sup>. All in favor.

Health Regionalization  
Initiative

Donna Clark and Allen Hoffman presented this initiative to join the Montachusett Regional Health District.

The following points were presented:

- The annual Membership fee is \$300.00, with first year free, on a 3 year commitment.
- Services have no definitive cost established with them at this time. All services will be assessed a fee which will be determined.
- This is a Federal three-year grant to the State for distribution.
- Entering into this contract will not interfere with the local Board of Health functions and the Town's Board of Health will stay intact.
- The purpose is to provide supplemental emergency assistance, should it be required, and/or education for town employees and/or the public.
- Should these services be used, they will be billed at a per diem rate, to be established.
- Seventeen other, local towns have joined this collaborative.

- The \$300.00 annual membership fee (first year free) will be budgeted through the Board of Health.
- The town may withdraw from the agreement after the first year with no questions asked, or anytime after the first year, with a 12 month notice of the intent to withdraw.

Chief Hurlbut stated that the current trend is for State and Federal grants to be awarded to regional efforts, as opposed to individual town requests.

VOTE: Selectman Patacchiola made a motion for the Town to join the Montachusett Area Public Health Task Force. Selectman Sushchik 2<sup>nd</sup>. All in favor.

Special Town Meeting  
Articles

After discussion the following positions were taken on Special Town Meeting Articles:

**Article 1 - Budget Transfers:**

Selectman Sushchik Stated that the budget transfers had already been addressed at the September 24<sup>th</sup> Selectman's meeting.

**Article 5 – 1835 Town Hall Septic System**

Vern Gaw presented to the Board. Mr. Gaw has not yet been able to get a solid estimate for the labor and materials that will be required for connecting the 1835 Town Hall to the Fire Department's Septic System. Mr. Gaw reported that his previous estimate did not include nitrogen treatment, as it had been reported as unnecessary. However, most recently Mr. Gaw was told that the treatment WILL be necessary. Therefore, Mr. Gaw asked the Board to leave the Article 5 on the Warrant for the Special Town Meeting. Mr. Gaw stated that he hopes to bring in a solid estimate at below the initial request of \$135,000. However, he stated that since the money requested could be reduced at Town Meeting but not increased, he would like to leave the initial request in place. Selectman Sushchik strongly suggested that the 1835 Town Hall Building Committee seek the support of the Finance and Capital Committee, prior to the Special Town Meeting. VOTE: Selectman Sushchik made a motion to leave this article on the Special Town Meeting Warrant for \$135,000.00. Selectman Patacchiola 2<sup>nd</sup>. All in favor. Selectmen will report on this article at Town Meeting.

**Article 9 – Police Collective bargaining**

**VOTE:** Selectman Sushchik made a motion to leave this article on the Special Town Meeting Warrant. Selectman Furmaniuk 2<sup>nd</sup>. All in favor. Selectmen will report on this article at Town Meeting.

**Article 11 - Create An Economic Development Commission/Task Force**

The support of this article was approved at the September 24<sup>th</sup> selectman's meeting. However the wording of the article was yet to be addressed. The consensus was that

it would be most appropriate for the Economic Development Committee to make budget requests for yearly expenditures, rather than set a dollar amount to be used to pay for professional marketing materials to promote business development within the Town.

**VOTE:** Selectman Sushchuk made a motion to accept the following wording for the Creation of an Economic Development Committee:

To see if the Town will vote to create a permanent Economic development Committee appointed by the Board of Selectmen on an annual basis. The purpose of the committee will be to promote industrial, commercial and agricultural business development within Sterling; to provide advice to the Board of Selectmen on economic development policy; to meet and work with current Sterling businesses and prospective businesses; to coordinate its activities with the activities of the Industrial development commission and the Agricultural Commission; and to work cooperatively with businesses and state agencies to retain current businesses and attract new businesses to Sterling. The members will consist of a member of the Board of Selectmen, a member of the Finance Committee and five persons who are either members of the Sterling business Community or citizens of the Town who are interested in promoting Business development in Sterling: and further, to authorize the Committee any annual appropriation as the Town may vote for expenses and professional marketing materials to promote business development with the Town of Sterling.

Selectman Furmaniuk 2<sup>nd</sup>. All in favor.

#### **Article 12 – Ballot for Budget Items**

After discussion, it was the consensus of the Board that they did not wish to support Article 12.

#### **Warrant Closure:**

**VOTE:** Selectman Furmaniuk made a motion to close the Warrant for the November 13<sup>th</sup> Special Town Meeting. Selectman Sushchuk 2<sup>nd</sup>. Roll call vote: Selectman Sushchuk – Aye. Selectman – Furmaniuk – Aye. Selectman – Patacchiola – Aye.

The Select Board :

- Recognized James Kelley for his service as a very dedicated and valuable employee of the Town of Sterling. The Board of Selectmen, on behalf of the Town of Sterling and its residents extended to him their deepest appreciation and gratitude for his commitment to the community of Sterling since September of 2009. The Town of Sterling wishes Jamie the best in his future endeavors.
- Decided to personally thank William Tuttle and the Employees of the Sterling DPW for their work on the Town Common. The Board members will attend the next DPW Board meeting at 7:00 on October 23<sup>rd</sup>.

Business and  
Correspondence:

- Approved and signed the payroll portion of Warrant #7.

**1 Day Liquor License:**

**VOTE:** A one day liquor licenses was requested for the Eight Point Sportsmen's Club for October 26<sup>th</sup>. The hours; 4:00pm - midnight. **VOTE:** Selectman Furmaniuk Made the motion to approve the request. Selectman Patacchiola 2<sup>nd</sup>. All in Favor.

**Annual Town Meeting Date:**

**Vote:** Selectman Patacchiola made a motion to set the Annual Town Meeting date as May 13, 2013. With a Special Town Meeting at 6:30 and the Regular Annual Town Meeting at 7:00pm.

**Annual Town Meeting Calendar:**

VOTE: Selectman Furmaniuk made the motion to accept the 2013 Annual Town Meeting Calendar. Selectman Patacchiola 2<sup>nd</sup>. All in Favor. (attached)

Selectmen Sushchyk made a motion to adjourn at 8:40 pm. 2<sup>nd</sup> by Selectman Furmaniuk. Unanimous.

**Nashoba Valley Chamber of Commerce  
Nomination for the "Robert W. Lewis" Outstanding Citizen/Volunteer Award**

**Nominee:** Loret R. W. Schur  
74 Chace Hill Road  
Sterling, MA 01564-1519  
978 368-8923  
[Loret.schur@gmail.com](mailto:Loret.schur@gmail.com)

**Nominated by:** Town of Sterling Board of Selectmen  
Paul Sushchuk, Chair  
1 Park Street  
Sterling, MA 01564  
[psushchuk@sterling-ma.gov](mailto:psushchuk@sterling-ma.gov)

I am pleased to nominate Loret R. W. Schur for the "Robert W. Lewis" Outstanding Citizen/Volunteer Award. Loret lives in Sterling with her husband Joel and her two sons. Loret is a marvelous person who has served the Town of Sterling for many years in a myriad of capacities. Besides being a Justice of the Peace, she served the Town on the Personnel Board for 23 years, over 15 as Chairperson. During that time, she brought the Town into the modern era by re-writing the Personnel By-Laws and instituting a contemporary compensation system. At the same time, she also served a number of terms as President and Vice President of the Sterling Historical Society, preserving the character and history of our Town.

Yet as busy as Loret might have been in Town affairs, she also had time to share some of her passions with others. Loret is very passionate about her garden and she loves sharing this passion with others. As such she served over 8 years as President or Vice President of the Sterling Garden Club, helping to beautify our community through various different projects. Loret has also served many years as President of the Sterling Extension Group, helping community members in need. In addition, Loret is an active member of the Sterling Chocksett Club (2 terms as President), ensuring that all of the Club's good work providing scholarships for our youth continues. Loret's interest in our children is also illustrated through her many years as a director and President of the Sterling Babe Ruth League.

Loret is very committed member of the Trinity Lutheran Church. She has been a volunteer Sunday School teacher for over 20 years. As a Lutheran Engagement Associate, Loret acted as a resource position providing guidance and support to more than 46 chapters in the Northeast Region. She also participated in the church's program of rebuilding Gulf Coast housing after the hurricane. As a survivor, Loret has been very involved with the American Cancer Society. She has served as a volunteer fundraiser and as a volunteer driver.

In conclusion, I cannot think of anyone more deserving of this award. Loret is the most enthusiastic volunteer that I know. You would not be able to find someone, more devoted to her family and church, committed to her community, charitable to those in need, and dedicated to her fellow man, especially the young folks.

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**DRAFT**  
**2013 Annual Town Meeting Calendar**  
**and**  
**Finance Committee FY2014 Budget Schedule**  
as of 9/26/2012

- September/October, 2012    Develop budget forms and letter  
Discuss budget process  
Develop initial revenue projections  
Finalize Calendar  
Liaisons meet with Depts., Bds./Comms.
- Mid-November, 2012    Fin Com sets budget targets and/or guidelines  
Budget forms & letter distributed to departments
- November-December, 2012    Fin Com Liaisons meet with Dept Heads/Boards/Comms
- Th.    January 3, 2013    Deadline for submission of capital plans**
- Jan. 10 thru Feb 4, 2013    Acct./Treas./Tn. Adm. review budgets for accuracy and completeness  
Each Dept. meets with Acct./Treas./Tn. Adm. for questions/revisions
- F.    January 11, 2013    Final Deadline for submission of budgets**
- T.    January 22, 2013    (Possible meeting) Capital Plan distributed to Capital Comm.
- T.    January 29, 2013    (Possible meeting) Capital Comm. chooses Depts. to meet with; prepares questions
- M.    February 4, 2013    Preferred Deadline for ATM money/placeholder articles**
- T.    February 5, 2013    Capital Committee meets with Depts. to discuss Capital Plans  
Budget book distributed to Fin Com
- T.    February 12, 2013    Capital Committee makes preliminary recommends to Fin Com  
Meet with School Committee representatives  
Discuss questions for upcoming budget hearings
- T.    February 19, 2013    Snow Date
- Feb. 16 thru Feb. 24, 2013    School Vacation Week:  
Members review budget book, talk to liaisons, develop and submit questions
- F.    March 1    Preferred Deadline for STM placeholder articles**
- Sat.    Mar 2    Budget Hearings-see attached schedule**

**2013 Annual Town Meeting Calendar  
and FY2014 Budget Schedule (Continued)  
as of 9/18/12**

T.	March 5, 2013	Recall Depts. For Q&A (if needed) Discuss Town Meeting Articles Discuss Revenue and Expense Totals Meet with School Committee Reps Meet with Capital Committee (if needed)
Th.	March 7, 2013	SNOW DATE
T.	March 12, 2013	Meet with Capital Committee (if needed) Discuss Budget Requests and Articles Recall Departments for Q&A as needed
<b>M.</b>	<b>March 18, 2013 2 PM</b>	<b>Final Deadline for submission of all ATM and STM Articles</b>
T.	March 19, 2013	Discuss Budgets and Capital Requests Meet with Capital Committee (if needed) Vote Preliminary Recommendations
<b>T.</b>	<b>March 26, 2013</b>	<b>Vote Final Recommendations</b>
W.	March 27, 2013	Last date for BOS to close the warrant
Th.	March 28, 2013	SNOW DATE
	March 29 - April 11, 2013	Period to prepare warrant text and tables
Wed.	April 3 or 10, 2013	Presentation to Board of Selectmen Board of Selectmen sign warrant
Fri.	April 12	Last day to send warrant to printer
Thurs.	April 25, 2013	Receive warrant back from printer
Mon.	April 29, 2013	Last day to post STM warrant with constables
Mon.	April 29, 2013	Warrant posted on the Website (NOTE: Warrant is no longer mailed to households, per 2010 Bylaw change)
Mon.	May 13, 2013	Annual Town Meeting



Selectmen's Meeting Minutes  
October 10, 2012