

TOWN OF STERLING  
BOARD OF SELECTMEN  
June 4, 2013

MEETING	<p>Chairman Furmaniuk called the meeting to order at 6:30 pm. Roll call established that Selectman Furmaniuk, Selectman Patacchiola and Selectman Cutler were all present.</p> <p>VOTE: Selectman Furmaniuk made a motion to enter into Executive Session regarding Real Estate. Selectman Cutler 2<sup>nd</sup>. Roll Call Vote. Chairman Sushchyk – Aye. Selectman Furmaniuk – Aye. Selectman Patacchiola – Aye.</p> <p>The public meeting resumed at 7:03.</p> <p><b>VOTE:</b> Selectman Patacchiola made a motion to approve the meeting minutes of May 13, 2013. Chairman Furmaniuk 2<sup>nd</sup>. Both in Favor.</p> <p><b>VOTE:</b> Selectman Patacchiola made a motion to approve the meeting minutes of May 22, 2013. Selectman Cutler 2<sup>nd</sup>. All in Favor.</p>
Dissolution of Adopt a Street Light Program	<p>Sean Hamilton was present to address the subject.</p> <p>In 1987, in order to save money, the Town requested that a number of Street lights be turned off. At that time, residents were given the opportunity to “adopt a street light” (privately pay for one of these street lights to remain lit). Some years later, after a safety review, some of the initial street lights were turned back on. However, the Light Department would like to dissolve this program and asks if the Town of Sterling is willing to shift the cost of these lights back to the Town.</p> <p>The consensus of the Board was to ask the Finance committee to review the idea and to ask for input from the Chief of Police. At the end of July, this issue will be reconsidered.</p>
Black Sheep Tavern Water Mitigation	<p>Jason Baldarelli, was present to represent the interests of the Blacksheep Tavern. Mr. Balderelli has been contracted to address the water issue for the Black Sheep Tavern. The Blacksheep pumps water from its basement. The water travels into a mini catch basin and drains onto Pratts Junction, causing unsafe conditions in cold weather.</p> <p>Mr. Baldarelli reports that he will be digging a new dry well near the catch basin. The well will be as deep and wide as possible and leeching will be provided as much as possible.</p> <p>Bill Tuttle was present to represent the DPW. He agreed that there is little drainage capability, in the area of the Blacksheep Tavern. However, he is still concerned about the Town's liability regarding icy road conditions on Legate Hill Road. The consensus of the board was that continued monitoring will be done and they are initially satisfied with the plan to alleviate the water problem. Mr. Baldarelli stated that, weather permitting, the work should be completed in early July.</p>
Rota Spring Farm	<p>Vanessa Smith and Joyce Winslow represented Rota Springs Farm. They</p>

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request for  
Entertainment Lic.

requested an entertainment license in order to provide outdoor, live entertainment for 2 hours, once per month.  
Cathy Forman, who lives across the street from the store, reported her concerns, stating that the store is located in a residential, rural, agriculturally zoned area and that the reasonable expectation of the neighbors was that the area would have the character of a rural residential area. Her concern was not only for noise but also for increased traffic. The consensus of the Board was that they would like more information from the Zoning Enforcement Agent. They would also like input from the Chief of Police concerning traffic in that area. They will address this request for an entertainment license at their next meeting.

Discussion about  
1835 Town Hall:

Vern Gaw and Ron Piccheri spoke on behalf of the 1835 Town Hall Committee. Mr. Gaw gave updates on funded renovations: Interior painting has been completed. The architectural design for improvements is very nearly complete. The restoration of windows is currently underway with an estimated completion date of October 1, 2013. The Board asked for an update of the septic system. There is no update. Mr. Gaw reiterated that the 1835 Town Hall Committee is committed to hooking up the septic system to that of the Fire Station. The consensus of the Board was that it is imperative to make some solid decisions, regarding the future use of the building, prior to spending more money on it. For that reason, it was decided:

- Selectman Patacchiola will attend the next 1835 Town Hall Committee meeting as the liaison
- The Board will hold a policy meeting on July 17, 2013, at which time, they will engage the Finance Committee, Capital Committee, architect, 1835 Town Hall Committee and concerned citizens in order to give a status report on repairs, present the architectural plan and to decide upon next steps to be taken, regarding the future of the 1835 Town Hall

Goals

FY13 Goals achieved:

The Town Administrator congratulated the Selectmen for making substantial progress on most of their 5 goals for FY13. She briefly summarized that progress with a handout. (Attached to these minutes) Board addressed the 12 recommendations put forth by the Government Study Committee.

Developed an Economic Development Committee

Met with The MRPC regarding Master Plan but has not gone to Town Meeting

Vault is 95% complete

Had a trial of a paperless meeting

Held Policy Strategy meetings September – April

FY14 Goals

The consensus of the Board is that 3 – 5 goals is the most effective course of action. Goal setting will begin on July 1, 2013

Town  
Administrator's  
Updates

The Town Administrator announced:

Business and  
Correspondence:

- There are openings for volunteers on the following Boards and Committees:
  - (4) 1835 Town Hall Committee
  - (1) Capital Committee
  - (1) Finance Committee
  - (2) Personnel Board
  - (1) Senior Center Building Committee
  - (1) Wachusett Regional School Committee
  - (1) Alternate on the ZBA
- The Town does not have a zoning bylaw that would impact the placement of the KENO monitor at Appletown Market
- The acquisition of the property on Hardscrabble Road is moving forward. The deed paperwork is to be completed in the near future.
- Credits from MIIA will apply to the premium next year in order to stay within budget
- Representative Kim Ferguson and Congressman Harald Naughton will be filing legislation on the Wekepeke waters

**VOTE:** Selectman Patacchiola made a motion to accept the resignation of Cynthia Secord from the 1835 Town Hall Committee Selectman Cutler 2<sup>nd</sup>. All in favor

**VOTE:** Selectman Patacchiola made a motion to accept, with regrets, the resignation of Norman Plourde from the Wachusett Regional School Board Committee Selectman Cutler 2<sup>nd</sup>. All in favor.

The Board will be considering volunteers to fill Mr. Plourde's vacancy until his term expires.

**VOTE:** Selectman Patacchiola made a motion to grant a special license to Stillwater winery to sell their wine at the Farmers Market. Selectman Cutler 2<sup>nd</sup>. All in favor

The Board signed the warrant for the US Senate Election on June 25, 2013

**VOTE:** Selectman Patacchiola made a motion to adopt the Sterling Town website as the appropriate and official 24/7 notification for all meeting and agenda postings. Selectman Cutler 2<sup>nd</sup>. All in favor.

**VOTE:** Selectman Patacchiola made a motion to join the Worcester County Selectmen's Association. Selectman Cutler 2<sup>nd</sup>. All in favor

**VOTE:** Chairman Furmaniuk made a motion that Brian Patacchiola become the Board's voting member for the Worcester County Selectmen's Association. Selectman Cutler 2<sup>nd</sup>. All in favor

**VOTE:** Selectman Patacchiola made a motion to host an event for the Worcester County Selectmen's Association in September. Chairman Furmaniuk 2<sup>nd</sup>. All in favor

Liaisons list will be considered and addressed at next meeting.

The amended Neighbor to Neighbor policy program was discussed. **VOTE:** Selectman Cutler made a motion to approve the amendments. Selectman Patacchiola 2<sup>nd</sup>. All in favor. (attached)

**VOTE:** Selectman Cutler made the motion to support and have the Chairman sign a letter to the Montachusett Regional Planning Commission,

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requesting a free traffic study for Boutelle and Muddy Pond Road.  
Selectman Patacchiola 2<sup>nd</sup>. All in favor.

Adjourned:

Chairman Furmaniuk read into the record that votes were taken, in Executive Session by the previous Board, to ratify the contracts for the Town Administrator, Chief of Police and Dispatchers Union. Funding was approved at the Annual Town Meeting.

Chairman Furmaniuk made the motion to adjourn at 9:16. Selectman Patacchiola 2<sup>nd</sup>. All in Favor.

### Neighbor-to-Neighbor Fund

An Act helping local families and residents in financial need.

Be it enacted by the Sterling Board of Selectmen June 4<sup>th</sup> 2013:

Where As: the Sterling Board of Selectmen, Recognized the need to assist Sterling families during difficult economic times, the Neighbor-to-Neighbor fund was established by a generous contribution from Kevin and Marilyn Beaupre. This fund is intended to assist Sterling family recipients with payments towards housing, groceries, utilities, clothing and other essential living costs.

**"It is our sincere hope that this fund will take root and grow through the generosity of others in the Sterling community.** While the Town of Sterling will assist the fund by accepting donations and distributing payments, no town monetary resources will be allocated," Kevin and Marilyn

#### Qualifying Criteria for Recipient(s)

Confirmation of the recipient(s) qualifications under these criteria must be confirmed by one Selectman and the Neighbor to Neighbor Representative (as defined below) prior to the disbursement of any relief:

1. These funds are intended for the benefit of established families/households with a physical address in the Town of Sterling, Massachusetts. A family/household is considered to be established by demonstrating payment of real estate taxes to the Town or rent fees on a Town residence, either of which is the only residence of the family for a minimum of one year (12 months).
2. For the purposes of this fund, a *resident family* shall be defined at the discretion of the Select Board and Finance Committee representative; to be a group of people of various ages sharing a single residence, whether or not they are directly related by kinship, marriage, or other arrangement, but who collectively share the responsibilities of managing/maintaining a residence.
3. This fund is intended to give people a hand-up not a hand-out. A resident family may only receive relief from this fund **twice** and at least **six months must separate the two disbursements**. The *lifetime limit* is two-times the current *individual disbursement limit*. Currently, the lifetime limit is \$2,400.
4. No single disbursement to a resident family shall exceed the *individual disbursement limit*. Currently, the single disbursement limit is \$1,200.
5. Funds will be disbursed at the discretion of the Select Board upon recommendation from the Neighbor to Neighbor Representative based on the resident family being "qualified". Funds will be disbursed directly to qualified creditors having a legal business operating in the Commonwealth and not to any members of the resident family. Funds must be used for the payment of, but not limited to: debts/bills such as housing (rent/mortgage), groceries, utilities and clothing. Funds shall not be used for the payment of debts/bills such as gambling, entertainment, debts to individuals (non-qualified creditors) and other "non-essential" living costs.
6. If necessary to preserve the anonymity of the recipient(s), a representative/sponsor may forward the name of someone seeking debt relief from the fund. In all cases, these qualifying criteria will be confirmed directly by a Selectman and the Neighbor to Neighbor Representative prior to disbursement of funds.

#### Fund Management and Growth

##### Section 1.

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1. The Board of Selectman and the Finance Committee shall appoint a Neighbor to Neighbor Representative who shall monitor the account funds, investigate applicants' status of need, and disburse funds accordingly. It is not necessary for The Board of Selectmen and the Finance Committee to meet jointly in order to deliberate.
2. If a time shall arise where there is a vacancy within the Neighbor to Neighbor Representative position, the Finance Committee shall appoint a Finance Committee member to temporarily fulfill the role and all of its duties until such a time, when a joint appointment can be made.
3. The Neighbor to Neighbor Representative shall be appointed on an annual basis.
4. The Board of Selectmen will annually appoint a Selectman to serve as the Neighbor to Neighbor Liaison. This person shall work in conjunction with the Neighbor to Neighbor Representative.
5. Prior to any release of Neighbor to Neighbor funds the Neighbor to Neighbor Representative or the Board of Selectmen Liaison must get authorization from the Board of Selectmen.
6. The Board of Selectmen Executive Assistant shall be the initial point of contact for applicants. This person shall receive Neighbor to Neighbor donations and applications. Donations will be forwarded to the town Treasurer. The Board of Selectmen Executive Assistant shall disperse all applications, initially submitted letters, and financial documents to the Neighbor to Neighbor Representative.
7. The Neighbor to Neighbor Fund policy can be modified, updated or changed by a two-thirds (2/3) vote of the Board of Selectmen at any Board of Selectmen's meeting.

### Section 2.

1. The Town Treasurer shall keep a permanent written record of all disbursements made from this fund. Prior to authorizing a disbursement, the Neighbor to Neighbor Representative shall confirm the qualifications of their recipient with respect to criteria 3 and 4 with the Treasurer. The Neighbor to Neighbor Representative shall also define the *recipient family name* for purposes of criteria 3 and 4 prior to authorizing any disbursement.
2. The Fund will maintain a minimum balance of \$1,000 at all times. In the event that the fund becomes eligible for interest bearing status of \$10,000 or more, the Neighbor to Neighbor Representative in conjunction with the Finance Committee or their liaison shall consult the Town Treasurer to invest 50% of the fund balance in an insured, interest generating account as to allow for growth. Upon reaching an investment conclusion the aforementioned parties will present their findings to the Board of Selectman for approval.
3. At their discretion, the Select Board and the Finance Committee, with advice from the Town Treasurer, may alter the frequency of, and individual disbursement limits, depending on the availability of funds. At no time shall the number of disbursements to a resident family exceed two.
4. Moving forward and to ensure the most effective and fair disbursement of this fund to those in need, the Qualification Criteria may be altered by a majority vote of the Select Board and a two-thirds (2/3) vote of the Finance Committee. The voting to occur at open public meetings of either group, but not requiring a single/common meeting of both groups.

### How to Donate

Donations for the Sterling Neighbor-to-Neighbor fund can be accepted in the

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Treasurer/Collector's Office or the Office of the Select Board. Please make all checks payable to *Sterling Neighbor-to-Neighbor*. If the Town Offices are closed, you can leave your donation in the drop-box in front of the Butterick Building, along with a note indicating that it is a donation to the fund. **(No cash in the drop-box, please!)**

Please mail your check, written to *Sterling Neighbor-to-Neighbor*, to  
Sterling Neighbor-to-Neighbor  
c/o Town of Sterling  
Office of the Treasurer/Collector  
1 Park Street  
Sterling, MA 01564

### How to Apply

Sterling residents who wish to apply for assistance through the Sterling Neighbor-to-Neighbor should contact the Board of Selectmen Executive Assistant

## Government Study Recommendations

**FY13**

Revised 6/17/2013

### TASK

### PERSON(s)

### Status/Timeframe NOTES

#### 1 Examine Report Recommendations

- a. List Recommendations B. Patacchiola  
Completed See attached list of 12 items b. Determine  
Process/Timeframe TA  
Completed
- c. Discuss and Initial Prioritization  
BOS 8/1/2012 Completed

#### 2 Get input

- a. Department Heads  
TA, Depts. 7/25/2012 Completed
- b. Government Study Committee TA, Bob  
Dumont 9/4/2012 Clarified items 6, 7 c.  
Meet with Library Commissioners  
BOS 9/4/2012 Completed
- d. Meet with Planning/Earth Removal  
BOS 10/15/2012 Completed e. Meet  
with DPW Board  
BOS 10/15/2012 Completed f. Meet  
with Finance Com.  
BOS 1/16/2012 Completed
- g. Meet with Personnel Board BOS  
Not needed unless FT HR Admin

#### 3 Make decisions /Vote recommendations

- a. Detailed discussion of each item BOS  
Ongoing 9/4/12, 10/15/12, 12/10/12 b. Selectmen vote to  
proceed to ATM BOS Completed

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12/10/2012

c. Town Meeting vote

ATM

Items 5,6,7 d. Special

Act if needed

TA,

State Reps

Items 5,6

### **4 Implementation items**

a. BOS Mission written& voted, posted

Ron, TA, BOS

Completed Item 2; 12/10/12 b.

Policies & Procedures written, voted, posted

TA,BOS

Completed Item 2; 12/10/12 c.

Articles drafted for Town Meeting

TA, Tn Counsel

3/18/2013 Items 5,6,7

d. Develop/post "How Do I" Citizens Guide

TA, K Pare, Depts.

4/1/2013 Item

12

### **5 Interaction with citizens/community**

a. Manage citizen expectations

BOS, TA

Approval/implementation will take time b. Increase communication

TA

Completed Blog, cable show

c. Build consensus for Town Meeting actions

BOS

Completed Support initiatives