

TOWN OF STERLING
BOARD OF SELECTMEN
December 18, 2013

MEETING

November Police
Report

Selectman Furmaniuk called the meeting to order at 6:30. Roll Call - Chairman Furmaniuk and Selectman Cutler were present. Selectman Patacchiola was absent. At 6:31 pm, Chairman Furmaniuk declared that the Board would be convening into executive session for the purpose of discussion under Chapter 30A Section 21 (A) Reason #2. - To conduct strategy sessions with Non-union personnel – contract negotiations with new Town Administrator. The Chairman further declared that a discussion in open session may have a detrimental impact on the Town's negotiations. He then announced that the Board would be reconvening in open session at the conclusion of the executive session. **VOTE:** Selectman Cutler moved the motion that the Board convene in executive session, for the purpose of discussing strategy with respect to non-union personnel – contract negotiations with new Town Administrator, under Chapter 30A Section 21 (A) Reason # 2, and that the Board would reconvene in open session at the conclusion of the Executive Session. The Chairman 2nd the motion. Roll Call VOTE: Chairman Furmaniuk – Aye. Selectman Cutler – Aye. Motion Carried.

Selectman Patacchiola requested, through the Town Administrator, that two agenda items be tabled until the next meeting.

1. The discussion/vote regarding the dates for the 2015 Annual Town Meeting and Election
2. The discussion/designation of "Special Municipal Employees"

The Board agreed to table those items until the next meeting.

Chairman Furmaniuk made a motion to approve the minutes for December 4, 2013. Selectman Cutler 2nd. Motion carried.

Personnel, training and Equipment:

- Officer Pomeroy Promoted to Sergeant
- Posted to fill vacant police officer position. There are over 75 applicants.
- Chief attended a training seminar on management rights.
- Chief and administrative assistant attended Public Records training specifically for police departments.
- Sgt. Pomeroy scheduled to attend Basic Sergeant Training Program at the MPTC
- Number of dispatchers completed training on testifying in court and First responder.
- Sgt. Gaudette completed training seminar on Internal Affairs- Policies and Practices.
- Matron Mallette completed conflict of interest law.
- Sgt. Pomeroy completed Suicide Prevention.

Community Interaction:

- Veteran's Day Parade was held. Department conducted traffic control.
- Chief participated in reading day at the Houghton Elementary School.
- Utilized our Reverse 911 system (**CODE RED**) to notify residents of a missing autistic child. Less than ten minutes after the calls were launched the missing child was located. Three thousand twenty calls were connected in nine minutes.
- Working with the Board of Health to host a prescription take back kiosk in the police station lobby.

General Police Business:

- Three arrests during the month.
- Nine motor vehicle crashes during the month. Three at 62 and 140, Two deer strikes, only one on Leominster Rd and it was an unusual occurrence. We had the crash were a unattended dump truck crashed in to a home on Redemption Rock Trail.
- There were sixty six motor vehicle stops and twenty three citation issued.
- Twenty-four incidents were investigated.

Re-cap past Race
and discuss/vote
the 2014
Minuteman Road
Race

Mr. Bill Turner was present to represent the Minuteman Road Race. Mr. Turner reported that there were over 400 participants this past year. The boy scouts assisted with marshalling for the race. Five hundred dollars was donated to Sterling's Recreation department. Mr. Turner admitted that there were some complaints last year. The following will be done to mitigate problems for next year's race:

- Police, race officials and support crew will meet prior to the race
- Police will be tied into race officials via radio
- More portable bathroom facilities will be provided
- Anyone caught not using the proper facilities will be disqualified and prosecuted by the police
- Parking at the town library is prohibited

VOTE: Chairman Furmaniuk made a motion to allow the Minuteman Race on May 8, 2014. Selectman Cutler – opposed. Chairman Furmaniuk – aye. Motion did NOT carry. Mr. Turner stated that if he would like his request to be heard before a full board.

Audit and
Management
Letter

Daniel Haynes of Scanlon Associates presented the findings from the recent FY13 Audit. Mr. Haynes reported that the Town is financially sound but has one significant deficiency – Internal Controls Over Financial Reporting.

The current year comments and recommendations included the following:

- Review of Cash receipt Procedures
- Disbursement Processing Controls
- General Ledger and Subsidiary Account Reconciliations
- Revenue Budget
- Water Enterprise Fund
- Journal Entry Documentation
- Gun Permit Agency Account

Mr. Haynes also suggested that procurement quotes should be centrally filed at the Town Accountant's office, rather than within individual departments and he recommended fewer bank accounts for better efficiency. The Accountant will review the Audit and Management letter and prepare a response for a future Board meeting. The Board thanked Mr. Haynes for a job well done and Mr. Haynes thanked Terri Ackerman for her assistance in the process.

Approve Annual
Licenses

VOTE: Chairman Ron Furmaniuk made a motion to approve the following requests for alcohol licenses for 2014:

STERLING DELI & CONVENIENCE – 50 Leominster Rd, APPLETOWN MARKET – 9 Main Street, CHOCKSETT INN – 59 Laurelwood Rd., THE BLACKSHEEP TAVERN – 216 Leominster Rd, BARBER'S CROSSING NORTH – 175 Leominster Rd., WEST STERLING PACKAGE STORE – 238 Redemption Rock Trail, HARVEST GRILLE – 27 Main Street, B-MAN'S 140 TAVERN – 344 Redemption Rock Trail, STERLING NATIONAL COUNTRY CLUB – 33 Albright Rd

Selectman Cutler 2nd. Motion carried.

VOTE: Chairman Ron Furmaniuk made a motion to approve the following requests for Public Entertainment Licenses for 2014:

Barber's Crossing, Chocksett Inn, Sterling National Country Club, Black Sheep Tavern, B-Man's 140 Tavern,

Selectman Cutler 2nd. Motion carried.

VOTE: Chairman Ron Furmaniuk made a motion to approve the following requests for Common Victualler Licenses for 2014:

Barber's Crossing, Sterling National Country Club, B-Man's 140 Tavern, Village Pizza, Chocksett Inn, Eight Point Sportsmen's Club, Mulligan's Miniature Golf, J&J West Sterling Package, Honey Farms #37, Dinner Company, St. Richard of Chichester, Black Sheep Tavern, Sterling Deli & Convenience, Mary's Produce, Dunkin Donuts, Meola's Wayside Ice-cream, Davis Farmland, Sterling House of Pizza, Hamilton's Catering, Harvest Grille, Sterling Chocksett Club, Meadowbrook Orchards, Appletown Market, Café' Fresh Bagels, Friends of Sterling Seniors

Selectman Cutler 2nd. Motion carried.

VOTE: Chairman Ron Furmaniuk made a motion to waive the fee for the Friends of the Sterling Seniors. Selectman Cutler 2nd. Motion carried.

VOTE: Chairman Ron Furmaniuk made a motion to approve the following requests for Auto Dealers Class I & II Licenses for 2014:

Groundwater Supply Company Class I & II, Kyle Equipment Company Class I & II, Hi-Tec Auto Class II, S&W Equipment Class II

Auto Technica Class I

Selectman Cutler 2nd. Motion carried.

VOTE: Chairman Ron Furmaniuk made a motion to approve the following request for a Livery License for 2014:

Village Transportation

Selectman Cutler 2nd. Motion carried.

VOTE: Chairman Ron Furmaniuk made a motion to approve the following request for Automatic Amusement Licenses for 2014:

Barber's Crossing, B-Man's 140 Tavern, Blacksheep Tavern, Mulligan's Miniature Golf

Selectman Cutler 2nd. Motion carried.

VOTE: Chairman Ron Furmaniuk made a motion to approve the following request for an Inn Holder's License for 2014

Chocksett Inn

Selectman Cutler 2nd. Motion carried.

Discuss/Vote
Cordish
Surrounding
Community
Agreement

On November 20, 2013 the Town of Sterling was denied its request to the State Gaming Commission to be designated as a Surrounding Community for the proposed slots parlor on Jungle Road in Leominster. The Board is extremely surprised and disappointed by this decision. The State has suggested that the Town go back into negotiations with Cordish Company, in good faith, to pick up the negotiations where they had left off. However, Cordish Company has refused to reconsider the most recent negotiations and offered only to go back to the original agreement proposition. Believing the original agreement as a grave injustice to the Town of Sterling, the Town Administrator and Town Counsel have drafted a letter to the State Gaming Commission, asking them to reconsider the decision to designate the Town of Sterling as a Surrounding Community. After Considering the initial draft of the letter, the Board requested that the Town Administrator complete the draft and send it to the State Gaming Commission.

Discuss/Vote
Town

The new town counsel, Kopelman & Paige, provided the template that was used for the contract between the new Town Administrator, Jeff Ritter and the Town of Sterling. **VOTE:** Chairman Furmaniuk made a motion to enter into the employment contract between the

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Administrator Employment Agreement	<p>Town of Sterling and Mr. Jeff Ritter from January 21, 2014 until January 21, 2017. Selectman Cutler 2nd. Roll Call Vote - Chairman Furmaniuk – Aye. Selectman Cutler – Aye. Mr. Ritter signed the agreement, as did Chairman Furmaniuk and Selectman Cutler.</p>
TA Update:	<p>Kopelman and Paige attorneys met with Department Heads and plan to run training sessions for employees and Board and Committee members, regarding open meeting laws in the near future.</p> <p>Credits from MIIA of \$697.00 from property and casualty and \$171.00 from workers compensation will be applied to applied to future invoices.</p> <p>1835 Town Hall repairs:</p> <ul style="list-style-type: none">• The mortar repair and restoration by Sterling Masonry is complete.• Windows are in and awaiting deleading certification.• The interior painting is nearly done.• A keypad lock has been installed in the rear door. <p>Jed Lindholm, chair of the Personnel Board, has announced that he will hold a meeting with Board chairs and Department Heads in order to answer questions, regarding human Resource programs and Procedures.</p> <p>Chapter 40B – unit for sale by owner, located at 1A Linda's Way and is part of Stonegate Village.</p> <p>Town Administrator, Terri Ackerman, thanked the Board and citizens of Sterling for their support and collaboration over the past 6 ½ years. The Board thanked her for all her efforts and wished her the very best in her retirement.</p>
Business and Correspondence	<p>Neighbor to Neighbor disbursement was tabled.</p> <p>After discussion. VOTE: Chairman Furmaniuk made a motion to accept the resignation of Walt Sanders from the Industrial Development Committee, with regrets. Selectman Cutler 2nd. Motion carried.</p> <p>After discussion, VOTE: Chairman Furmaniuk made a motion to formally approve the Selectmen's Policies and procedures that had been considered at length and approved by consensus at an earlier meeting. Selectman Cutler 2nd. Motion carried.</p>
Public Session:	<p>No one appeared for Public session.</p>
Adjourned:	<p>Selectman Cutler moved a motion to adjourn at 8:30. Chairman Furmaniuk 2nd. Motion carried.</p>

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