

TOWN OF STERLING
BOARD OF SELECTMEN

June 11, 2014

MEETING

Roll Call: Selectman Cutler - Present. Selectman Patacchiola – Present. Selectman Kilcoyne– Present.
At 7:02 pm, Chairman Patacchiola called the meeting to order.

Minutes

VOTE: Selectman Kilcoyne moved to approve the Board of Selectmen Minutes for May 21, 2014 as amended, contingent upon the correction of a typographical error. Selectman Cutler 2nd. **VOTE:** Selectman Cutler – Aye. Selectman Kilcoyne – Aye. Motion carried.

Open Meeting Law
Complaint

Regarding complaints:

OML 2014-60: Meeting date Nov. 20, 2013. The complaint alleges that the Board failed to provide sufficient notice of its interviews with prospective Town Administrators. The Attorney General reviewed the evidence and determined that the Board did **not** violate the Open Meeting Law. Therefore, the Attorney General's office has determined that this complaint is now closed.

Reappointment of
various Committee
and Board Members

During discussion, it was brought to the attention of the Board that the appointment of the DPW Superintendent is not within the purview of the Board of Selectmen. **VOTE:** Selectman Kilcoyne moved to appoint all those listed on Attachment A to their respective, designated, Boards or Committees for the designated term, with the exception of William Tuttle as DPW Superintendent. Selectman Cutler 2nd. Selectman Kilcoyne – Aye. Selectman Cutler – Aye. Chairman Patacchiola – Aye. Motion Carried. **See attachment A**

Re-organization of
the Board of
Selectmen Liaisons

After Deliberation, it was the consensus of the board to assign liaisons to Boards and Committees as depicted in Attachment B. **See Attachment B**

Board Goal setting

Each member of the Board reported their preference in goals that may be addressed by the Board. Selectman Kilcoyne wishes to address the following:

- Getting the Senior Center completed on time and within budget
- Address and Resolve deficiencies reflected in this past years management letter, presented by auditor
- Establish a Financial/Capital Blueprint for the Town
- Assure voter integrity without cost to the taxpayer

Selectman Cutler wishes to address the following:

- Getting the Senior Center completed on time and within budget
- Establishment of a stronger role by the Selectmen in the decisions that are to be made regarding the 1835 Town Hall, financial and otherwise
- Improve the Telephone system in the Town Hall

Chairman Patacchiola wishes to address the following:

- Revamp the website
- Streamline Town processes
- Alleviate the problems, associated with the deterioration of the property at 33 Main Street

These goal objectives will be considered by the Board at their next meeting.

Selectmen's Meeting Minutes
June 11, 2014

Business and
Correspondence

Neighbor to Neighbor Update:

Selectman Patacchiola reported that the current balance in the Neighbor to Neighbor Fund is 10,091.65. He also reported that the Light Department has established a "Round – Up" program where light department customers are able to round up their light bill to the nearest dollar and the extra change will be used to help the Light Department to work with the Neighbor to Neighbor Program.

Accept Resignations:

1.) Richard Sheppard

Mr. Sheppard has tendered his resignation as Veteran's Service Officer for the Town of Sterling. He also serves as the Veteran's Service Agent for the Town of Lancaster. Mr. Sheppard is resigning from both positions. Mr. Sheppard has offered to continue to provide service while the Towns find a replacement. He will stay long enough to train the in-coming officer. **VOTE:** Selectman Kilcoyne moved to accept the resignation of Mr. Richard Sheppard as Veteran's Service officer, for the Town of Sterling. Selectman Cutler 2nd. Selectman Kilcoyne – Aye. Selectman Cutler – Aye. Chairman Patacchiola – Aye. Motion Carried. The Board thanked Mr. Sheppard for his service.

2.) Karen Chick

Ms. Chick has tendered her resignation, as the Town Accountant. Her intention is to leave her position by August 15, 2014. Her goal is to provide a smooth transition during the turnover to the next Fiscal Year. The Board is aware that closing/reconciling the books for the town is critical so that there be no delay in filing for free cash and schedule A. They intend to fill the position as soon as possible and have given the Town Administrator the authority to pursue a replacement. It was suggested that The Town Administrator involve Dan Haynes, the Auditor in the process, if he is willing. **VOTE:** Selectman Kilcoyne moved to accept the resignation of Ms. Karen Chick as Town Accountant, for the Town of Sterling effective June 30th, while allowing the Town Administrator to retain her services thereafter, on an as needed basis, until the new Town Accountant is hired. Selectman Cutler 2nd. Selectman Kilcoyne – Aye. Selectman Cutler – Aye. Chairman Patacchiola – Aye. Motion Carried.

3.) David Lozier Esq.

While Mr. Lozier tendered his resignation from the ZBA, his appointment expires on June 30, 2014. Therefore, not action was required for this resignation.

Town Administrator
Update

- The Red Cross has asked for approval to use the Senior Center in mid July and Mid September for a blood drive. The consensus of the Board was that this is an important and worthwhile cause. The Chairman will sign off on permission to use the Senior Center for this purpose.
- The Y.A.H.O.O. (Young Adults Helping Out Others) group has obtained permission from MART to use the Town van should they require transportation to a job within town and be unable to make alternate arrangements to get there. MART will train the driver. MART carries the Liability insurance. The consensus of the board was to also approve this request.
- The School Committee seat was advertised and posted as being available to volunteers. No one has stepped forward to apply, as no one ran for this seat during Town Elections. The Town Administrator reminded the Board has the authority to appoint anyone they so choose as long as that person is a resident voter. The consensus of the Board is that they need to take swift and decisive action. They will address this appointment at their next meeting.
- The Board has received a letter of appreciation from N.E.A.D.S. for allowing them to host their Fundraiser walk.

Citizen Comment
Session:

As Roseanne Mapp of 33 Taft Road approached the microphone, Chairman Patacchiola read the following approved Selectmen's policy and instructed Ms Mapp to abide by that policy.

CITIZEN COMMENT SESSION

Once per month, the Board will schedule a Citizen Comment Session, also known as Public Session, or Public Forum. This Citizen Comment Session will be listed at a specific time on the agenda for a total of 15 minutes. Each speaker will be limited to one inquiry of 2 minutes. Speakers shall directly address the Chair who shall only acknowledge the speaker and not comment on the subject raised. In accordance with the Open Meeting Law, no discussion or deliberation on the issue may take place and no action may be taken by the Board, other than to place the matter on a future agenda

Among Ms. Mapp's concerns was the frequency with which public session is held, and she questioned the process for answering citizen's questions. She reminded the Board that the Public Session is the taxpayers/citizens forum in which to speak to their elected officials, about their concerns and to ask questions. She is also concerned about the lack of public participation. At the end of two minutes, Chairman Patacchiola thanked Ms Mapp for her input. At that time she informed the Board that she was not finished however, the Chairman enforced the approved policy and denied further comment.

The Board briefly discussed the policy and the consensus was that they would address the possibility of modifying/changing the Citizen Comment Policy at a following meeting.

VOTE: At 8:23 pm, Selectman Cutler moved to adjourn Public Session. Selectman Kilcoyne 2nd. Selectman Cutler – Aye. Selectman Kilcoyne – Aye. Chairman Patacchiola – Aye. Motion carried.

materials list: May 21, 2014 minutes, letter from Attorney General's off re: Complaint 2014-60, Selectman Expiration report, resignation letters – Karen Chick, Town Accountant, Richard Sheppard, Veteran's Service Officer, David Lozier, ZBA member

Selectmen's Meeting Minutes
June 11, 2014



Town of Sterling

1 Park Street
Sterling, MA 01564
Phone: (978) 422-8111 ext.2316

Sterling Board of Selectmen Expiration Report Expiration: 6/30/2014

1835 TOWN HALL COMMITTEE		3 Years
Jo-Ann Cummings	MEMBER	
Danielle Ray	MEMBER	
40B REVIEW COMMITTEE		1 Year
Clare B. Fisher	MEMBER	
Donald Harding	MEMBER	
Michael E. Pineo	MEMBER	
Barbara Roberti	Alternate	
Kenneth I.H. Williams	MEMBER	
A.D.A. REVIEW COMMITTEE		1 Year
Clare B. Fisher	MEMBER	
Donald Harding	MEMBER	
Danielle Mattei	MEMBER	
Ronald Pichierri	MEMBER	
Kenneth Stidsen, Jr.	MEMBER	
VACANCY	MEMBER	
A.D.A. COORDINATOR		
Matthew S Marro		
AGRICULTURAL COMMISSION		3 Years
Blue Favreau	MEMBER	
David Grinkis	MEMBER	
Robert Nickerson	Vice-Chair	
Michael E. Pineo	CHAIR	
ANIMAL CONTROL ADVISORY BOARD		1 yr
Ann Marie Catalano	MEMBER	
Scott Crossman	MEMBER	
Karen Kase	MEMBER	
Cynthia Miller	MEMBER	
Theresa Sadler	CHAIR	
Frances Simonds	MEMBER	

Monday, June 09, 2014

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Sterling Board of Selectmen Expiration Report Expiration: 6/30/2014

ANIMAL CONTROL OFFICER		1 Year
Steven Jones	Alternate	
Louis Massa	Employee	
BUILDING INSPECTOR		1 yr
Norman Clemence	Alternate	
BURIAL AGENT		1 yr
David Favreau		
Dawn Michanowicz		
CAPITAL FUND CMTE		3 Years
Mary Cliett	MEMBER	
Gerald Kokernak	Vice-Chair	
Joseph Sova	CHAIR	
CONSERVATION COMMISSION		3 Years
Steven Pavlowich	MEMBER	
Robert Schnare	Associate Member (non voting)	
	Alternate	
Susan Valentine	MEMBER	
COUNCIL ON AGING		3 Years
Anita Benware	MEMBER	
Irene Camerano	MEMBER	
Constance Cleary	Member	
DPW-SUPERINTENDENT		3 Years
William Tuttle	Employee	
EARTH REMOVAL BOARD		3 Years
Kenneth I.H. Williams	Alternate	
ECONOMIC DEVELOPMENT COMMITTEE		3 Years
James Patacchiola	Vice-Chair	
Michael E. Pineo	MEMBER	
ELECTRICAL WIRING INSPECTOR		1 Year
J. Bruce Dunn		
(John) Gary Harrington	Alternate	
Robert W. Warren	Alternate	

Monday, June 09, 2014

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Sterling Board of Selectmen Expiration Report

Expiration: 6/30/2014

EMERGENCY MANAGEMENT DIRECTOR

2 Years

Jim Emerton

Co-Chair

David C. Hurlbut, Jr.

EMERGENCY PLANNING COMM

1 Year

Jim Emerton

Member

David Favreau

Member

David C. Hurlbut, Jr.

Peter MacDonald

Alternate

Mark (Dr.) Restuccia

Member

EXTENSION SERVICES

1 Year

Clare B. Fisher

CHAIR

Sterling Board of Selectmen Expiration Report

Expiration: 6/30/2014

FAIR COMMITTEE	1 yr
David Agurkis	MEMBER
Margaret Agurkis	MEMBER
Merylee Calahan	Associate Member (non voting)
Philip Campbell	MEMBER
Norman Clemence	MEMBER
Judy Corbett	MEMBER
Linda Davis	MEMBER
Kevin Day	Member
Douglas Downey	CHAIR
Peter Downey	MEMBER
Carl Gronblom	MEMBER
Shirlene Hagan	Associate Member (non voting)
Jay Hartnett	MEMBER
Lisa Hebert	Associate Member (non voting)
Terry Heinold	Vice-Chair
Donald Jewett	MEMBER
Muriel Johnson	Associate Member (non voting)
Robert Kneeland	MEMBER
Michaela Krafve	Associate Member (non voting)
Jeremy Kurtz	Associate Member (non voting)
Veronica Litterio	Member
Tammy Mathews	Associate Member (non voting)
Jodie Meader	Associate Member (non voting)
Joshua Pineo	MEMBER
Michael E. Pineo	MEMBER
Mark Pruneau	MEMBER
Barbara Roberti	MEMBER
Tina Robinson	Associate Member (non voting)
Gloria Rugg	SECRETARY
Raymond, Jr. Rugg	MEMBER
Raymond, Sr. Rugg	MEMBER
Keith Shaughnessy	MEMBER
Joan Strang	MEMBER
Wanda Walsh	Associate Member (non voting)
FENCE VIEWER	1 Year
R. Gary Griffin	

Sterling Board of Selectmen Expiration Report		
Expiration: 6/30/2014		
FIELD DRIVER		1 Year
VACANCY	MEMBER	
FINANCE COMMITTEE		3 Years
Cynthia Secord	MEMBER	
Edward H. Sweet	MEMBER	
GAS INSPECTOR		1 Year
Robert Janda		
HEARING OFFICER		1 Year
Natasha Henderson		
Don Jacobs		
HISTORICAL COMMISSION		3 Years
James French	MEMBER	
Vern Gaw	CHAIR	
LOCAL AUCTION PERMIT AGENT		3 Years
Dawn Michanowicz		
MEMORIAL AREA		3 Years
William Tuttle	Acting	
MUNICIPAL COORDINATOR		2 Years
Richard Farrar	Alternate	
David C. Hurlbut, Jr.		
OPEN SPACE IMPLEMENTATION COMMITTEE		1 Year
Marion E. Larson	CHAIR	
Peder Pedersen	CO-CHAIR	
Robert Protano	Member	
James Wilkinson	MEMBER	

Sterling Board of Selectmen Expiration Report

Expiration: 6/30/2014

FIELD DRIVER		1 Year
VACANCY	MEMBER	
FINANCE COMMITTEE		3 Years
Cynthia Secord	MEMBER	
Edward H. Sweet	MEMBER	
GAS INSPECTOR		1 Year
Robert Janda		
HEARING OFFICER		1 Year
Natasha Henderson		
Don Jacobs		
HISTORICAL COMMISSION		3 Years
James French	MEMBER	
Vern Gaw	CHAIR	
LOCAL AUCTION PERMIT AGENT		3 Years
Dawn Michanowicz		
MEMORIAL AREA		3 Years
William Tuttle	Acting	
MUNICIPAL COORDINATOR		2 Years
Richard Farrar	Alternate	
David C. Hurlbut, Jr.		
OPEN SPACE IMPLEMENTATION COMMITTEE		1 Year
Marion E. Larson	CHAIR	
Peder Pedersen	CO-CHAIR	
Robert Protano	Member	
James Wilkinson	MEMBER	

Sterling Board of Selectmen Expiration Report

Expiration: 6/30/2014

PARKING CLERK 1 Year

Natasha Henderson

PLUMBING INSPECTOR 1 Year

Wilfred Delorey

Alternate

Robert Janda

POLICE CELL MONITOR 1 Year

Brooke Chandler

Christopher Constantino

Richard Farrar

Charles K. Lowe

Danielle Mallette

Beatrice Serewicz

Christopher Wilder

PUBLIC WEIGHERS 3 Years

Charles Darlington

Jeff Henningson

Heidi Lindgren

Edward, Jr. Perkins

RECREATION COMMITTEE 5 Years

Heidi Grady

MEMBER

Mark Hryniewicz

MEMBER

RECYCLING COMMITTEE 1 Year

Kenneth I.H. Williams

MEMBER

RIGHT TO KNOW COORDINATOR 1 Year

David C. Hurlbut, Jr.

Sterling Board of Selectmen Expiration Report

Expiration: 6/30/2014

SEXUAL HARASSMENT OFFICER		1 Year
Gary Chamberland		
<hr/>		
TOWN CLERK		3 Years
Dawn Michanowicz	Employee	
TOWN COLLECTOR-ASSISTANT		3 Years
Theresa Murray	Employee	
TOWN FOREST COMMITTEE		3 Years
James French	MEMBER	
Michael E. Pineo	MEMBER	
TOWN TREASURER / COLLECTOR		3 Years
Anne Cervantes	Employee	
TREE WARDEN		1 Year
William Tuttle	Acting	
TRENCH SAFETY OFFICER		1 Year
Mark Brodeur	Acting	
VETERAN'S GRAVE OFFICER		1 Year
Robert Temple		
WACHUSETT FUND COMMITTEE		1 Year
Gary Chamberland	MEMBER	
David C. Hurlbut, Jr.	MEMBER	
Peter MacDonald	MEMBER	
WARRANT OFFICER		3 Years
Dawn Michanowicz		
WRSD REVENUE SHARING TASK FORCE		1 Year
James Mason	MEMBER	
ZONING BOARD OF APPEALS		3 Years
Matthew CampoBasso	Alternate	
Richard Hautaniemi	MEMBER	
Ann Kokernak	Employee	
Jerry Siver	Alternate	

Attachment B

Board of Selectmen

Committee Liaisons for FY 2015

Police/Fire/Emergency Management- Patacchiola

DPW/Water/Light- Kilcoyne

Personnel Board/Labor Relations/Insurance- Patacchiola

Finance/Capital/Accounting/Treasury- Kilcoyne

Senior Center Building/COA- Kilcoyne

**Facilities: School Buildings/Town Buildings/1835 Town
Hall- Cutler**

Planning Board – Patacchiola

Zoning Board of Appeals- Cutler

Earth Removal Board- Cutler

Economic Development- Patacchiola