

TOWN OF STERLING
BOARD OF SELECTMEN
October 21, 2015

MEETING:	Chairman Cutler called the meeting to order at 7:04 PM. Roll Call: Vice Chairman Kilcoyne – Present. Chairman Cutler - Present. Selectwoman Cranson - present
Minutes	Selectman Kilcoyne moved that the minutes of October 7, 2015 be approved. Selectwoman Cranson 2 nd . Selectman Kilcoyne – Aye. Chairman Cutler – Aye. Selectwoman Cranson – Aye. Motion Carried.
Police Report	<p>Chief Chamberland reported the following for the month of September:</p> <p><u>Personnel, Training and Equipment:</u></p> <ul style="list-style-type: none">• Upcoming shift reassignments were posted.• Work on HVAC being performed through a grant obtained by SMLD. Fresh air return installed, new thermostats installed, rewiring of air handlers done. Work being performed by CH Mechanical. <p><u>Community Interaction:</u></p> <ul style="list-style-type: none">• Orientation and lock down procedure presentation made to school faculty and staff.• Met with Day Care Center and reviewed facility as well as security plan & procedures.• Wachusett Fund meeting. Recommendation made on expenditures.• Opening Day of school included welcoming and traffic control. Letter from Superintendent McCall. <p><u>General Police Business:</u></p> <ul style="list-style-type: none">• Planning and logistics completed for the Sterling Fair.• Sterling Fair was held with very few issues. Special recognition to Sergeant Gaudette who was in charge of scheduling and recruiting outside departments to assist. Special recognition to also goes to both Sgt. Pomeroy and Constantino who served as the supervisors for many hours. All officers did an admirable job keeping everyone safe and managing traffic control.• Assisted Fire Department with Fire Drill at Schools.• Conducted a lock down drill at the school.• Thirty four incidents investigated during the month.• Nine accidents during the month.• Eighty-seven motor vehicle stops, resulting in fifty-seven citations.
Approve Bd/Com/Dept Presentations and notification letter	The Board discussed the topic of having Boards, Committees and Department Heads occasionally meet with the Select Board to deliver a status report in order to help keep the Board and the public apprised of goals and accomplishments. After discussion the consensus of the Board was that the Town Administrator will coordinate and prioritize this action. Selectwoman Cranson will work with the Town Administrator to compose a letter to the Chairmen of these committees to explain the purpose of this effort.
Cross Street Closing	Chief David Hurlbut requested that Cross Street be temporarily closed to through traffic for part of the day on Monday November 16 th , for the purpose of fire hose testing. After discussion, Selectman Kilcoyne moved that Cross Street be temporarily closed, per Chief Hurlbut's request, for part of the day on Monday November 16 th . Selectwoman Cranson 2 nd . Selectman Kilcoyne – Aye. Chairman Cutler – Aye. Selectwoman Cranson – Aye. Motion Carried.
Open Space Membership and terms	Peder Pederson, Chairman of the Open Space Implementation Committee requested that the Board increase the terms of the OSIC from 1 year to 3 years and that they also increase the number of members from 5 to 7. The OISC was created at the Annual Town Meeting in 2003. However, the term of office and the number of members was not established at that time. Therefore, the Select board has the authority to determine both. After discussion, Selectwoman Cranson moved that the Open Space Implementation Committee be allowed to expand from 5 to 7 members and that the term of office shall be 3 years after an initial, staggered term transition period. Selectman Kilcoyne 2 nd . Selectman Kilcoyne – Aye. Chairman Cutler

Selectmen's Meeting Minutes
October 21, 2015

– Aye. Selectwoman Cranson – Aye. Motion Carried.

33 Main Street

The Town Administrator reported that Mr. Griffin has begun to experiment with the removal of the lead paint on the building at 33 Main Street. The Town Administrator will check with the Building Commissioner to determine if it is, in fact, lawful for Mr. Griffin to remove the paint or if he needs to employ a licensed contractor to perform the abatement work. Reportedly, Mr. Griffin intends to start paint removal within the next couple of months.

Blighted Buildings

After discussion, the consensus of the Board was that Selectwoman Cranson will work with the Town Administrator to comprise a list of blighted buildings on Route 12. That list will be considered by the Board at the next meeting. The Board will then decide which of the buildings should be immediately sighted as "blighted". The owners of these blighted buildings will be contacted to initiate remedial action.

Holiday Party

After discussion, the consensus of the Board was that Selectwoman Cranson will work with the Executive Assistant to find an outside venue to host the holiday party. The board will pay \$600.00 toward appetizers. All staff and volunteers will be welcome. The details will be finalized at the next meeting.

TA Report

Building Entrance Lights

The Sterling Municipal Lighting Department has installed new exterior lighting around the Municipal Building. The Board is grateful for their assistance and directed the Town Administrator to send a letter to the SMLD on their behalf.

Visual Budget

The Town Administrator has contacted the hosts of the Visual Budget. They are currently loading data. The Board is adamant that the technical assistance must be included in the contract and are concerned about their recourse if this business should fail, as well as the actual benefit of this website to the citizens, at large and to Board and Committee volunteers. Therefore, the Town Administrator will ask the finance Chair and Vice chair for their opinions on this purchase. Approval of this contract will be deferred until the next meeting.

Sign Bylaw Committee

The number of participants in the sign bylaw ad hoc committee was increased from 5 to 7 members. One more citizen at large, as well as a representative from the Economic Development Committee has been asked to participate. Commissioner Culgin will also participate, since she is responsible for enforcement. The committee will meet as soon as possible.

Update Fire Station Roof

Commissioner Culgin has determined that the fire station roof should be addressed as two separate projects. She reports that a rigid vapor barrier should be used in the Administrative area of the building. According to the commissioner, there is only 1 product that meets "code" for that particular application. Therefore, she will get the specifics on the project. It will be bid and the work will commence as soon as possible.

Also, the Commissioner determined that the bay portion of the roof will most likely require the removal of the dormers and the addition of vapor channels and insulation. This work will also go out to bid. However, the work will commence after the winter months.

The police roof will be resolved after the funds are voted at Town Meeting in the Spring.

The Board requested that a letter of appreciation be mail to Mr. Philpot and to Mr. Regh to thank them for their time and assistance in working toward a viable solution for the Fire station roof issues.

The Board would also like the Town Administrator to investigate the possibility of financial recourse against the architect who originally designed the Fire Station.

Budget Round Table

Wachusett Regional School District will host a budget round table on November 3 at the Curriculum Center in Jefferson. They will discuss the school budget for 2017. The Town Administrator and Selectman Kilcoyne will attend.

Legal Review

The Planning Board has requested input from the Select Board regarding an Approval Not Required request for Redstone Place Map 91, Lot 30 and Redstone Place Private Way. The ANR was submitted by Sholan Realty. At the Planning Board's meeting of October 14, 2015, Mr. Jamie Rheault, on behalf of the applicant, agreed to pay all legal expenses incurred, provided the legal assistance be rendered by Blatman, Bobrowski, Mead and Talerman, LLC. The Planning Board reported that it could issue the payment through their revolving account and Mr. Rheault would reimburse the Planning Board for this expense. The Planning Board requests that the Board of Selectmen approve Blatman, Bobrowski, Mead and Talerman, LLC as Legal counsel in this Planning Board matter. Selectwoman Cranson moved that the Board defer a vote until the board gets verification, in writing, from the engineers, that they will pay the cost of having BBMT as the legal counsel in this matter. The motion was not seconded. After discussion, the consensus of the board was that they will require the Planning Board to explain why it wants to approve the use of outside counsel instead of using, Town Counsel, Kopelman and Paige, P.C.

Security Card System

The Security Card system that was realized due to an MIIA grant has been installed on the side door to the Butterick Municipal Building. The system is due to will be programmed by the end of the month.

B-Man's Food Truck

Mr. White has decided to serve breakfast within the tavern during the winter months. Therefore, he will delay seeking a special permit for his food truck. He may apply in the spring.

Personnel Handbook

The Personnel Handbook has been distributed to the Personnel Board and Department Heads. It will be approved by the Board at a future meeting.

Hardscrabble Road

The Town Administrator will contact the Conservation Commission regarding the sale of the Town owned property on Hardscrabble Road. Since the property was purchased through a vote at Town Meeting, the property must be disposed of through the RFP process. The Town Administrator will get an appraisal on the property.

Selectman Kilcoyne requested that the Board be advised of the criteria that will be used in the review process for the Town Administrator in the spring. The Town Administrator stated that he will provide ICMA documents for the process and the Board may choose between them.

Public Session

No one chose to speak at Public Session.

Adjourn

At 8:45 Selectwoman Cranson moved to adjourn the meeting. Selectman Kilcoyne 2nd.
Chairman Cutler - Aye. Selectman Kilcoyne – Aye. Selectwoman Cranson– Aye. Motion carried.

Materials: Minutes, police report, Bd and Committee Letter, St. Closing Request, OSIC request, Hearing packet 33 Main, party emails, planning Bd request