

TOWN OF STERLING
BOARD OF SELECTMEN
November 18, 2015

MEETING:

Chairman Cutler called the meeting to order at 7:02 PM. Roll Call: Vice Chairman Kilcoyne – Present. Chairman Cutler - Present. Selectwoman Cranson - present

Minutes

Selectman Kilcoyne moved to approve the minutes of October 21, 2015 as written. Selectwoman Cranson 2nd. Selectman Kilcoyne – Aye. Chairman Cutler – Aye. Selectwoman Cranson – Aye. Motion Carried.

Budget Goals and Parameters

Chairman Joe Sova. Addressed the Select Board. The Finance Committee was present. The following was reported.

- The Finance Committee has met in regards to the upcoming budget goals.
- They would like the objective for the Town to be funding for level service.
- The budget sheets will be presented to the Department Heads as soon as possible.
- The current software does not provide automatic budgetary sheets. Therefore, the Accountant will forward excel spreadsheet budgets to all departments.
- The Department Heads will have approximately one month to complete their budgets prior to the budget hearings.
- An increased budget is expected in the Building Department due to increased activity. It is expected that this increase will be off-set by the increased number of fees.
- The Select Board wishes to stay in constant communication with the Finance Committee
- The Finance Committee will meet on November 30th regarding OPEB.

One day Alcohol Lic

After discussion, Selectwoman Cranson moved to approve the request for a one day alcohol license for the Eight Point Sportsmen's Club, for November 21 from 6pm to midnight. Selectman Kilcoyne 2nd. Selectwoman Cranson – Aye. Chairman Cutler – Aye. Selectman Kilcoyne – Abstained. Motion carried.

Police Report

Chief Chamberland reported the following for the month of October;

Personnel, Training and Equipment:

- Sergeants Gaudette and Pomeroy attended a seminar put on by MIIA on Current legal issues for Law Enforcement. MIIA is our insurance carrier and these trainings are no cost and result in reduced insurance rates.
- Officers D. Johnson, S. Johnson and Ferguson attended an Emergency Vehicle Operation course also sponsored by MIIA.
- Appreciation to Department for Detective Johnson assistance on a case from out of state department.
- Inspection and certification as a juvenile detention facility.
- Animal Control Officer attended training on wildlife matters.
- Had a specialty cleaning company in to clean the cells.
- Annual firearms qualifications were conducted.
- Officer Ferguson attended Taser instructor training.
- New marked police unit was delivered.
- Chief attended CPR/first aid certification.

Community Interaction:

- Sent letter to Building Inspector/ Zoning Enforcement Officer regarding a complaint of sign.
- Basic Handgun safety class scheduled for November 12 (Thursday) at 5:15.
- Beginning our annual **Toys for Tots** Campaign. Deliver new unwrapped gifts to the Sterling Police Department.

General Police Business:

- Sent a letter to Holden Police Department for Officer Foy who was off duty in the Town of Sterling and assisted our officers at a mental health/domestic incident.
- Received notification of Grant Award \$10,000. Training of dispatchers.
- Officers put on a demonstration for the Boy Scouts at their camporee.
- Seventy-four motor vehicle stops resulted in thirty nine (39) citations.
- There were eleven crash investigations during the month.
 - Three (4) at Chocksett and Leominster three of those were rear end collisions. One was a broad side.
 - Multi vehicle crash at Chocksett and George Pessa.
 - One deer strike.
- We responded to twenty-two (22) incidents some of those are listed below:

Incidents:

6076---Destruction of Property. Prisoner destroyed blanket in cell block. Additional charges filed.
6269--Suicide attempt by pills. Subject located in woods and transported to hospital.
6283--Report of underage youths being served alcohol. Investigated.
6319--Hit and run accident investigated. Report filed, party identified.
6414--Investigation of larceny of medication at School, person charged criminally.
6471-Information about student at high school received, passed onto School Resource Officer.
6511-Death Investigation, no unusual circumstances.
6579-Domestic Assault Investigation
6593 -Abuse Protection Order request.
6653-Harassment complaint

We also responded to two domestic incidents two civil matters, one identity Fraud and thirty three (33) burglar alarm calls.

Arrests:

Four individuals were taken into custody. Charges listed below:

1. Intoxicated person banging on doors creating disturbance. Protective Custody.
2. Person on home confinement violated terms of release, warrant executed person arrested.
3. Motor vehicle stop for moving violation resulted in arrest of person on outstanding warrant.
4. Assault and Battery, vandalism/destruction of property.

Update Energy
Committee

Joe Curtin, chairman of the Energy Committee attended the meeting with Sean Hamilton, Director of the Sterling Municipal Lighting Department. Mr. Curtin reported the following:

- The Sterling Energy Committee was formed at the suggestion SMLD Manager in March 2014. The committee members consist of Joe Curtin, a Resident of Sterling (engineering background) who is currently Chairman, Town Administrator Mike Szlosek, DPW Director Bill Tuttle, Facilities Manager Tom Rutherford, Chairman of the SMLD Board of Commissioners Matt Stelmach and the SMLD General Manager Sean Hamilton.
- Purpose of the Energy Committee was to identify, prioritize and prepare potential projects for inclusion in the Massachusetts DOER Municipal Energy Efficiency Program Grant for 2014
- A level II energy audit was performed on the municipal buildings in 2012/2013 by GDS Associates. That was a study funded by the SMLD in lieu of pilot payments. The study identified glaring opportunities to improve energy efficiency in the municipal buildings and preliminary methods to accomplish the energy savings.
- The Energy Committee has held over 11 meetings with agenda items that address the priority needs of the multiple municipal buildings. The list was developed from the Level II Energy Audit and presented as part of the grant application to DOER.
- Thanks to the hard work of Sean Hamilton and the SMLD staff, in September 2014, Sterling Municipal Light Department was awarded \$100,000 as a share of the DOER Municipal Lighting Plant-

Municipal Energy Efficiency Program grant. In addition, the SMLD has augmented the grant with its own \$40,000/yr that used to be the former PILOT payment to the general fund for the Town.

- To date, the SMLD has spent over \$208,000 on energy improvements for municipal buildings within the Town of Sterling. The grant is being used to perform 50% of the efficiency upgrades, in the Sterling Municipal buildings, as identified in the grant application from the Level II Energy Audit Report. The remainder of the grant will to be used to pay for administrative costs and replacement of the existing streetlight fixtures with Light Emitting Diode (LED) fixtures to reduce the energy usage by 60% for the town.
- After receipt of the grant, the Energy Committee submitted a request for quotes to review the Level II Energy Audit and further define the repairs needed to correct the technical deficiencies in the heating, ventilation and air conditioning (HVAC) systems for the Police and Fire Department buildings. D-E Corporation was hired to complete an evaluation and to provide a report that would identify and remedy the necessary repairs.
- Once the D-E Corp evaluation was completed, a request for "not to exceed" quotes was distributed to (5) five area HVAC companies to perform the necessary repairs. C & H Mechanical was awarded the "not to exceed" contract for both the Police and Fire Department repairs based on their lowest "not to exceed" quote submitted and their extensive knowledge of the systems.
- Work was performed at the Fire Station. A list of a few of the many improvements includes the repair work on the controls and HVAC. The work performed ranges from eliminating a boiler that consistently ran to stay "at temperature" year round, to an "on call" system that only fires up when needed for domestic hot water in the summer. We expect that this work will provide extensive savings to the Fire Station heating budget. A separate hot water system that will shut down the boiler completely in the summer is also being considered. For better efficiency, an outdoor reset was installed so the boiler and pumps would come on with outside temperature. This minimizes the overheating issue and the "open windows" issue that residents comment about. Also most of the exterior wall pack lighting fixtures were replaced with LED fixtures and several more will be installed in the near future.
- HRV was commissioned at the Police Station, in the heat zones, for better efficiency and redirected the air handlers to eliminate the need for constant circulation. This alone will provide a \$1,000/year savings to the Police Department's electric budget. We replaced the outdoor reset control to eliminate the circulator pumps that were running constantly and installed a new ventilation control. We will be replacing the exterior lighting with LED fixtures in the near future.
- Recently the SMLD completed a renovation on their 130 year old Administration building. The renovations were precipitated by the failure of the main supports beams. They took that opportunity to perform multiple energy efficiency improvements in their own building. The improvements included, a new HVAC system throughout the building with individual controls in each area, eliminating the need for window air conditioners and oil heat. After the removal of the interior walls lathe and plaster, insulation was installed in all the exterior walls and second floor. A new vestibule was installed at the entryway, all fluorescent light fixtures were replaced with new LED fixtures, and the window AC unit, in the IT room, was eliminated and an efficient cassette unit was installed. Additionally, all the windows were caulked and the exterior of the building painted for better efficiency.
- Using the MA State contracts and vendors, the EC performed a walkthrough of all the municipal buildings to get proposals for LED upgrades and occupancy sensors. These proposals will include payback periods so that the most deserving will be addressed first. With the continued failure of the T-5 ballast, the DPW has been identified as a priority and the conversion to LED's has been initiated.
- Lastly, the EC has begun a systematic replacement of the streetlights with a standing order not to repair but only replace. They are 25% complete and the EC expects to ramp up the process in the next few months.

Selectmen's Meeting Minutes
November 18, 2015

Fire Dept-
Transition to
digital System

Lieutenant Kokernak and Chief Hurlbut appeared before the Board to give an update on the transition from analog to digital communication for all Public Safety Department.

He reported the following;

- Radio Communication is 100% regulated by the FCC
- In the 1990s the FCC began requiring all licensed LMR users to change from analog to digital systems
- The estimated cost of the digital requirement for Sterling is approximately one million dollars
- Police, Fire, DPW and Light Department continue to upgrade their systems to stay current and to comply with FCC mandates
- By the target deadline of 2020, the Town must complete the following at a cost of about half a million dollars;
 - Police - Digital capable simulcast system & subscribers (to be built on new Fire Department infrastructure
 - Police – Upgrade dispatch console
 - Fire – Upgrade subscribers
 - DPW – Lowband transition
 - Sterling Municipal Light Department – Lowband transition
- The Town of Sterling continues to work toward the goal of compliance with FCC Mandates
 - Possible Funding;
 - Tax Revenue
 - Grants and/or regionalization
 - Cost Offset
 - Network Cost savings (determinations must be made to implement most cost effective leased lines, fiber optic cable or microwave options
 - Possibility of Infrastructure leasing
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The Board requested that the Fire Department keep the board apprised of options being considered as well as the costs associated with those options. The Board thanked the Chief and the Lieutenant for addressing the Board and for undertaking this mission.

Blighted Buildings

After discussion, Selectwoman Cranson moved that the letter, from the BOS and Chairman of EDC, regarding unkempt buildings along Route 12, be posted to those business property owners, within the week. Selectman Kilcoyne 2nd. Chairman Cutler – Aye. Selectwoman Cranson – Aye. Selectman Kilcoyne – Aye. Motion carried.

Comcast Renewal

The Comcast Cable Contract will expire in December 2018. Prior to signing the last contract, the Board had appointed a Cable Committee to assist with negotiations. It was a five member board. Currently, three active members remain. Three of the former Sterling members are willing to participate in establishing this next contract. After discussion, Selectwoman Cranson moved to have Richard Maki (Chair of former Cable Committee) submit names of new perspective members for the Cable Committee at the next meeting of the Board. Selectman Kilcoyne 2nd. Chairman Cutler – Aye. Selectwoman Cranson – Aye. Selectman Kilcoyne – Aye. Motion carried.

Mr. Maki reported that as part of the last agreement, \$5,000.00 was set aside to be used for legal counsel, that might be accessed to assist in the renewal of the contract. He also reported that the Committee worked along with the Town of Lancaster in order to establish a contract that was advantageous to both towns.

TA Report

Tree Lighting Ceremony

The tree lighting ceremony will take place on Sunday, December 6th 2015 at 3:30 pm at the Memorial Park. The celebration will include:

- The Sterling Girl Scouts will decorate the tree generously donated by Evergreen Farms.
- Santa will arrive with a little help from our friends at Sterling Fire and he'll light the tree!
- Conant Public Library Children's Librarian, Angela Cote, will read ***The Night Before Christmas***.
- Hayrides will be provided by Clearview Farm
- The Fire Department will open their doors for beverages
- Snacks will be provided by the Sterling Scouts, Recreation Committee, and Clearview Farm.

A portion of Cross Street will be closed from 3 – 5 pm to accommodate the celebration.

Heating Oil

The Town is "locked-in" with a fuel oil price of \$1.789 per gallon until April of 2016.

Sign Bylaw Committee

The current Sign Bylaw Committee consists of the following members:

Roseanne Mapp, Mike Pineo, Richard Lane, Robert Protano, and Lauren Demerjian. The committee has met and they are actively working on a comprehensive Sign Bylaw for the Annual Town Meeting.

Police Station Roof

The Finance Committee has agreed to appropriate additional funds for the Police Station Roof repairs project. The Town Administrator anticipates that the contractor will get a signed contract to him by next week.

School Lease Agreement

The Regional towns continue to address their concerns regarding the school lease agreement. It is expected that the Schools will agree to a higher maintenance deductible and consistent maintenance reporting.

Payroll

The Treasurers office is investigating the merit of changing payroll firms. If the switch seems favorable, the information will be brought to the Select Board.

The Chairman wishes to address the following at future meetings:

- Personnel Board Issues
- The possibility of implementing a Charter for the Town
- Future usage of the Municipal Building space
- Repair of Building roofs – Fire – Police – 1835 Town Hall
- Preparation for ATM, including possible implementation of suggestions made by the Moderator i.e.: electronic voting

Public Session

Mr. Roland Marinello spoke out to express his concern over the testing for a possible cell tower placement on Kendall Hill Road. He is troubled over what he called the potential devaluation of his property, as well as the negative impact to the character and aesthetics of the neighborhood. The Board assured Mr. Arinella that the cell tower on Kendall Hill is only one option being considered by the Fire department and that it is not a foregone conclusion. The Fire Department will keep the Board apprised of the options and costs as they progress in their mission to comply with FCC mandates.

Adjourn

At 8:50 Selectwoman Cranson moved to adjourn the meeting. Selectman Kilcoyne 2nd.
Chairman Cutler - Aye. Selectman Kilcoyne – Aye. Selectwoman Cranson– Aye. Motion carried.

Materials: Minutes, 1 day alcohol applic., police report, radio communications info., field cards of blighted buildings, Cable guide