

TOWN OF STERLING  
BOARD OF SELECTMEN  
December 16, 2015

MEETING:

Chairman Cutler called the meeting to order at 6:35 PM. Roll Call: Vice Chairman Kilcoyne – Present. Chairman Cutler - Present. Selectwoman Cranson - present  
At 6:37 pm Chairman Cutler made a motion to enter into Executive Session, pursuant to MGL 30A Section 21(a) reason #3 To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares. Police Union. Selectman Kilcoyne 2<sup>nd</sup>. Roll Call VOTE: Selectman Cutler - Aye. Selectman Kilcoyne – Aye. Selectwoman Cranson– Aye. Motion carried.  
The Board proceeded to convene in Executive session.  
  
The Board reconvened in Public session at 7:00. Roll Call: Vice Chairman Kilcoyne – Present. Chairman Cutler - Present. Selectwoman Cranson - Present

Minutes

Selectman Kilcoyne moved that the minutes of December 2, 2015 be approved with a spelling correction on page 2. Selectwoman Cranson 2<sup>nd</sup>. Selectman Kilcoyne – Aye. Chairman Cutler – Aye. Selectwoman Cranson – Aye. Motion Carried.

Tax Classification  
Hearing

The Public Hearing for the Tax Classification Hearing was called to order. Harald Scheid and Rebecca Boucher explained the purpose of the hearing. Prior to the mailing of the 3<sup>rd</sup> quarter tax bills, the BOS must hold a hearing to determine the percentage of the Town's property tax levy to be borne by each major property class per Chapter 40, Section 56 of the MGL. The Assessors recommended that the Town continue to support the single rate as has been the practice. After discussion, Selectman Kilcoyne moved that the Sterling Board of Selectmen votes in accordance with MGL Chapter 40 Section 56, as amended, the percentage of local tax levy will be borne by each class of real and personal property, relative to setting the fiscal Year 2016 tax rates and set the Residential Factor at 1.0, with a corresponding CIP shift of 1.), pending approval of the Town's annual tax recap by the Massachusetts Department of Revenue. Selectwoman Cranson 2<sup>nd</sup>. Chairman Cutler – Aye. Selectwoman Cranson – Aye. Selectman Kilcoyne – Aye. Motion carried.

Personnel Board

Recommendation for Non-union COLA

Mr. Weymouth Whitney, member of the personnel Board, appeared before the Board. The Personnel Board had voted at their last meeting to recommend that the Cost of Living rate be 2.25 for non-union employees. To maintain parity with all employees, the Finance Board had recommended that the COLA be 2% to match that which is being given to the Fire Department Union. After discussion, Selectwoman Cranson r moved to approve a 2% COLA raise per the recommendation of the Finance Board. Selectman Kilcoyne 2<sup>nd</sup>. Chairman Cutler – Aye. Selectwoman Cranson – Aye. Selectman Kilcoyne – Aye. Motion carried.

Discussion Compensation Plan

The consensus of the Board was that they would like to get the Personnel Board and the Finance Committee to participate in a joint meeting to resolve the issues that have arisen regarding raises. The Board is concerned that there is currently no avenue in which to issue raises within the current pay system.

Employee Handbook

The employee handbook is reportedly ready to be approved. The Town Administrator will make hard copies for the Board members so that they may approve the handbook at a future meeting.

## Selectmen's Meeting Minutes

December 16, 2015

### Discussion of IT

The representative from Spaulding Hill was not able to attend the meeting. The Board is concerned because it is the second, last minute, cancellation and there continue to be complaints by staff regarding computer issues and timeliness of assistance. The Town Administrator also reported that he had asked for a meeting with Mr. Roy regarding budgeting for future projects and the intended migration of email to the Cloud but Mr. Roy did not reply. The consensus of the Board was that the Town Administrator shall request an immediate meeting with Mr. Roy to discuss concerns.

### Alcohol Renewals

After discussion Selectman Kilcoyne moved to approve the renewal of the alcohol licenses for the following: (stating that he must abstain from voting for the approval of West Sterling Package Store and the Sterling National Country Club)

- Harvest Grille (all alcohol Restaurant)
- Appletown Market (package store)
- Barber's Crossing North (all alcohol Restaurant)
- Sterling Deli and Convenience (package store)
- B-Man's 140 Tavern (all alcohol Restaurant)
- Black Sheep Tavern (all alcohol Restaurant)
- Sterling National Country Club (all alcohol Restaurant)
- West Sterling Package (Package Store – Beer and Wine)
- Chocksett Inn (Inn Holder all alcohol)

Selectwoman Cranson 2<sup>nd</sup>. Chairman Cutler – Aye. Selectwoman Cranson – Aye. Selectman Kilcoyne – Aye, (however, abstaining from the approval of West Sterling Package Store and the Sterling National Country Club) . Motion carried.

### Transfer of Alcohol License Hearing

At 8:00 the Board held a Public Hearing regarding a request to transfer the Alcohol License from Harvest Grill to The Brick Mexican Grill with Jason Jimenez as the . Mr. Jimenez reports that the kitchen will most probably close around 10:00 and that he is aware of the restriction on the license that requires that food must be served when alcohol is served. Ms. Baker of the First Church was satisfied knowing that the establishment will be allowed to serve alcohol only in conjunction with food, as was the restriction on the license for the Harvest Grill. Mr. Jimenez has also spoken with the Building Commissioner regarding restrictions on signage. Selectwoman Cranson moved that the Alcohol Transfer request from Harvest Grill to The Brick Mexican Grill with the continued restriction that the alcohol be served in conjunction with food. Selectman Kilcoyne 2<sup>nd</sup>. Chairman Cutler – Aye. Selectwoman Cranson – Aye. Selectman Kilcoyne – Aye. Motion carried.

### Appoint Cell Monitor

After discussion, Selectman Kilcoyne moved that the Board approve the appointment of Brian Ryder as Cell monitor per the written request of Chief Gary Chamberland. Selectwoman Cranson 2<sup>nd</sup>. Chairman Cutler – Aye. Selectwoman Cranson – Aye. Selectman Kilcoyne – Aye. Motion carried. The appointment term expires on June 30, 2016.

### Neighbor to Neighbor Disbursements

Lisa Call met with two applicants for Neighbor to Neighbor assistance. Her recommendation was to assist both applicants. For applicant A, she recommends paying \$1000.00 towards back rent to Jim Simpson. For applicant B she recommends that the applicant's live-in daughter pay \$100.00 per month for 6 months toward back taxes. After that happens Lisa recommends paying the remaining 923.18 to pay off the balance. After discussion, Selectwoman Cranson moved to approve the recommendations. Selectman Kilcoyne 2<sup>nd</sup>. Chairman Cutler – Aye. Selectwoman Cranson – Aye. Selectman Kilcoyne – Aye. Motion carried. Mrs. Call suggests that the applicants be required to include income from entire household on the application.

### Annual License Approvals

After discussion, Selectwoman Cranson moved to approve the following annual licenses:

Livery

## Selectmen's Meeting Minutes

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Village Transportation

### **Inn Holder**

Chocksett Inn

### **Auto Dealers**

S & W Equipment Rental (class II)

Groundwater Supply (Class I & II)

Sterling Auto Sales (class II)

HI-Tec Automotive Services (class II)

Auto Technica (class II)

### **Automatic Amusement**

B-Man's Tavern

Barber's Crossing

Black Sheep Tavern

Mulligan's Miniature Golf

### **Public Entertainment**

B-Man's Tavern

Barber's Crossing

Black Sheep Tavern

228 Leominster Road

Chocksett Inn

Sterling National Country Club

### **Common Victualer**

The Dinner Club

Davis farmland

Chocksett Inn

The Black Sheep Tavern

Sterling Deli and Convenience

Rota-Spring Farm Ice Cream

Barber's Crossing North restaurant

Honey Farms

Sterling Chocksett Club

Mulligan's Miniature Golf

Sterling National Country Club

Hamilton's Catering

Dunkin Donuts

Saint Richard's of Chichester

Village Pizza

Eight Point Sportsmen's Club

First Church of Sterling

Meola's Wayside Ice Cream

J & J West Sterling Package

B-Man's Tavern

Overeasy Café

Sterling Academy of Gymnastics

Appletown Market

Clearview Farm

Lorna Jean's Good Eats

Meadowbrook Orchard

Sterling Girls Softball

Sterling House of Pizza

Friends of Sterling Seniors

Café Fresh Bagels/Sterling Ice Cream bar

Selectman Kilcoyne 2<sup>nd</sup>. Chairman Cutler – Aye. Selectwoman Cranson – Aye. Selectman Kilcoyne – Aye, (however, abstaining from the approval of West Sterling Package Store, Sterling National Country Club, 8 Point Sportsmen Club, Clearview Farm, Friends of Sterling Seniors) . Motion carried.

93 & 95 Newell  
Hill Road Curb  
Cut

After discussion, Selectman Kilcoyne moved to approve the curb cut for both 93 and 95 Newell Hill Road. Selectwoman Cranson 2<sup>nd</sup>. Chairman Cutler – Aye. Selectwoman Cranson – Aye. Selectman Kilcoyne – Aye. Motion carried.

Administrator  
Evaluation

The Board performed an informal evaluation of the performance of the Town Administrator, Michael Szlosek, using the following scale:

1. Personal
2. Professional Skills and Status
3. Relations with the elected members of the governing body
4. Policy Execution
5. Reporting
6. Citizen Relations
7. Staffing
8. Supervision
9. Fiscal Management
10. Community

At the suggestion of the Chairman, the Board will provide their written evaluations to the Town Administrator and at a future meeting the Board will discuss their evaluations and suggestions for improvement, at length.

Fire Station Roof  
repairs

The Facilities Technician and the Building Commissioner continue to assess the best course of action to remedy the ice dams that plague the Fire station. After consideration, the Building Commissioner has recommended that closed cell foam insulation to be applied to the administrative office portion of the building. She believes that the foam application would be least intrusive. However, no one can be in the area for 3 days and the insulation can only be applied when temperatures are above freezing. For these reasons, the work will need to be addressed in the spring. Additionally, the sprinkler pipes will need to be lowered. The preliminary estimate is \$29,000.00 for the foam application. Bid requests will need to go out. The garage roof, where the ice dams are MOST prevalent, will be addressed as a separate proposal in the future. The funds for the garage will need to be appropriated at the Annual Town Meeting.

*Chamber of Commerce Public Policy Meeting (1/5/16)*

Administrator  
Report

The consensus of the Board was that they would like the Town Administrator to attend the Chamber of Commerce Public Policy Meeting on January 5, 2016 to see what it may have to offer the Town of Sterling.

No one chose to address the Board in Public Session.

Public Session

The Board wished the viewing public a very Merry Christmas.

Adjourn

At 9:31, Selectwoman Cranson moved to adjourn the meeting. Selectman Kilcoyne 2<sup>nd</sup>. Chairman Cutler - Aye. Selectman Kilcoyne – Aye. Selectwoman Cranson– Aye. Motion carried.

Materials: Minutes, classification tax allocation, alcohol licenses, Form 43 for the alcohol license transfer, cell monitor request, neighbor to neighbor disbursement recommendation, list of municipal licenses, driveway cut applications for 93 and 95 Newell Hill Road, evaluation form, Fire Station Roof proposal