

TOWN OF STERLING
BOARD OF SELECTMEN
January 13, 2016

MEETING:

Chairman Cutler called the meeting to order at 7:05 PM. Roll Call: Vice Chairman Kilcoyne – Present.
Chairman Cutler - Present. Selectwoman Cranson - present

Minutes

Selectman Kilcoyne moved that the minutes of December 16, 2015 be approved, as written. Selectwoman Cranson 2nd. Selectman Kilcoyne – Aye. Chairman Cutler – Aye. Selectwoman Cranson – Aye. Motion Carried.

Police Reports

Chief Chamberland reported the following for the month of November 2015:

Personnel, Training and Equipment:

- Hired Brian Ryder as a part-time emergency medical dispatcher. Ryder is from West Boylston and is fully trained and certified.
- Annual qualifications completed, results of training submitted.
- Sgt. Gaudette and Pomeroy attended annual leadership conference.
- Dispatcher Wilder completed Communications Supervisor class.
- Posted internally for an officer to assume firearm training duties. Officer Bourque long time firearms instructor has requested to relinquish those duties.
- Thermostat placed in the booking area. Intended to improve efficiency of HVAC in this area of the building.
- Annual boiler inspection completed.
- Roof work begun on the station.

Community Interaction:

- Basic Handgun Safety Class scheduled for December 17 at the SPD.
- Veteran's Day Parade was held.
- Traffic complaint about sight impediment was rectified.
- Participated in the reading Day at the Houghton School.
- Participated in conference call with the State DPH on the Avian Bird Flu.
- Interviewed by College Student for school project.

General Police Business:

- Participated in an interview panel for position of lieutenant for the Town of Hopkinton.
- Submitted grant for \$21,904 for dispatch center.
- Sixty motor vehicle stops, resulting in twenty-four citations.

Motor Vehicle Crashes:

- (1) One at intersection of Chocksett and Leominster Rear end (15-7227)
- (2) One at Leominster and 190, fail to yield (15-7124)
- (3) Chocksett and Clinton, rear end (15-6839)
- (4) Rowley Hill Rd rear end (15-6896)
- (5) Redemption Rock at 190 crossing collision (15-7087)
- (6) Redemption Rock near Dana Hill merge (15-7052)

Arrest:

1. Protective Custody.

2. Assault with dangerous weapon, Domestic Assault and battery, witness intimidation. (Domestic)

Incidents Investigated:

1. Breaking and entering, larceny into a home during the daytime (Rugg Rd)
2. Breaking and entering, larceny into a business during the night time. (RRT.)
3. Larceny of snowmobile. (Beaman Rd)
4. Larceny (Quail Roost)
5. Larceny from Motor vehicle tools (Princeton Rd)
6. Arson of a Motor Vehicle (Worcester Rd)
7. Custody of weapons per court order.

Additionally the police responded to:

Three 911 hang-ups

Drug overdose, Narcan administered before first responders arrival

Two domestic disputes.

Thirty-five burglar alarms.

Month of December:

Personnel, Training and Equipment:

- Roof work was completed on the front of the station.
- SMLD replaced all parking lot lights with LED. Much improved lighting.
- Last remaining pump for the heating system was replaced with a smaller more energy efficient one.
- Groundwater Supply of Leominster Rd donated 35 traffic cones to the police department. (Letter of Appreciation sent)
- Chief attended Legal updates seminar.
- Det. Johnson and officers D. Johnson and Ferguson completed six our emergency vehicle operator's course.
- A breathalyzer recertification was held at the police station.
- Det. Johnson attended a two day detective class.
- State has begun installation of upgraded 911 equipment. Fiber optic cable installed.
- New shift assignments were posted taking effect on 3 January 2016.

Community Interaction:

- Received letter and certificates from Boy Scouts of America for Officer S. Johnson and Brian Bourque for their participation in an event earlier this year.
- Officers attended breakfast with the seniors.
- Toys for Tots was another successful endeavor.
- Handgun training class was held at the department. Next class is January 19th.

General Police Business:

- Chief attended meeting of 12th Worcester District police chiefs and Representative Naughton to discuss public safety issues. (Sterling, Clinton, Lancaster, Berlin, Northborough, Bolyston).
- Twenty-Two motor vehicle stops, sixteen citations issued.
- Budget and Capitol preparation for FY-17.

Arrests:

- No arrest.

Motor Vehicle Crashes:

Fourteen crashes this month.

1. Rowley Hill Rd. Vehicle left lane struck guard rail poles. Left the scene. Operator identified cited.
2. Redemption Rock Trail and Route 190 Exit 5. Crossing road trailer struck.
3. Chocksett and Northeast Rear End.
4. Redemption Rock and Princeton Rd. Rear End.
5. Leominster and 190 exit 6. Rear End.
6. Redemption Rock. Rear ended vehicle turning into driveway.
7. Redemption Rock. Vehicle hit fallen tree branch.
8. Clinton Rd. Vehicle struck deer. I
9. Leominster Rd. Vehicle left roadway.
10. Leominster and Chocksett. Rear end.
11. Leominster and Chocksett. Rear end.
12. Westland Farm Rd. Vehicle slid off roadway icy road.

There were sixteen incidents investigated some of the noteworthy items are:

- Larceny by check
- Hit and Run suspect indentified charged
- Vandalized vacant home
- Stolen vehicle recovered.
- Trailer stolen. Recovered by out of town department. Investigation continuing person charged.
- Larceny of computer game.
- Two incidents of Identity theft.
- Two vandalized properties.
- Operating to endanger, person charged in other jurisdiction.
- Larceny.
- Two domestic disputes.
- Neighbor dispute.

Additionally, we responded to:

Twenty-six (28) burglar alarms.

Three 911 hang-ups.

Thirteen assist citizen calls.

Personnel Board

Jed Lindholm, Chairman of the Personnel Board, has announced that he will not seek re-appointment. It is his goal to see that the transition for the Personnel Board is seamless. He will continue to work toward a viable compensation plan. The Personnel Board will meet next week to discuss transition strategy and the compensation plan structure. Mr. Lindholm will report back to the Board of Selectmen regarding the outcome of that meeting.

Mr. Whitney spoke on behalf of the employees who have addressed their concerns with him. He reported that, for the sake of morale, which ultimately impacts performance, the Personnel Board needs to present a plan that is comprehensive.

After discussion, Selectwoman Cranson moved to approve the Personnel Handbook. Selectman Kilcoyne 2nd the motions with the addendum that the handbook will be reviewed each year. Selectman Kilcoyne – Aye. Chairman Cutler – Aye. Selectwoman Cranson – Aye. Motion Carried.

Discussion of IT

Spaulding Hill representative, Thomas Roy, met with the Town administrator and concerned Department Heads regarding IT issues. The following indicates the present concerns and IT's proposed resolutions.

- **Double posting of Meetings to the calendar**
 - SHN to contact VTH and discuss a permanent solution for this issue as this has been reoccurring since May 2015.
 - SHN to discuss moving away from Drupal interface
 - Additional training for Staff
- **More quality control on web postings**
 - SHN will verify postings
 - SHN will cleanup file names and issues before posting
 - SHN will call the requester for verification after completed for follow-up
- **Weekly introductions when Onsite**
 - SHN Staff will drop into each department within the Town Hall to notify staff they are onsite
 - SHN Staff will call all remote location to notify staff they are onsite if any issues occur
- **Town Clerks databases are locking up on a regular basis**
 - SHN will investigate the root cause and correct
- **Dog officer would like to have remote access to License Database**
 - SHN will investigate a solution for remote access
- **Tape backups in Vault**
 - SHN reviewed GFS Rotation and updated calendar
 - SHN staff will deliver Friday weekly tapes to Dawn to store in vault
 - SHN staff will replace weekly tape with Monthly and store these indefinitely
- **Lag in communication for a week**
 - SHN staff has been briefed on increased communication and return of message whether onsite or not
- **Severe issues need to be addressed immediately**
 - Our contract allows for this and SHN staff has been briefed with this being handled appropriately in the future
- **Cloud Backups**
 - SHN to get Michael information and cost for options on Cloud backups

School Lease

School officials have requested assurance that the proposed school lease would definitely be approved by the Select Board. The most significant change in the lease would be in regard to responsibilities for repairs. Currently the school is responsible for the total cost of repairs, when that repair costs less than \$25,000.00. If the repair costs MORE than \$25,000.00, the Town is responsible to pay for the entire cost of the repair. The new lease raises that threshold to \$35,000.00. The Board is reticent to agree to this. The consensus of the board is that they would like the lease to specify that it is the responsibility of the school to pay for the first \$35,000.00 of all repairs, with the remainder of the cost falling onto the shoulders of the Town. However, the Board realizes that they do not have the support of all the other towns in this regard. None the less, Selectman Kilcoyne moved to defer action on this request. Selectwoman Cranson – 2nd. Selectman Kilcoyne – Aye. Chairman Cutler – Aye. Selectwoman Cranson – Aye. Motion Carried. The consensus of the Board is that they will wait until the School Board recommends the finalized lease proposal.

Con Com Trail
Grant and update
Mudgett Trail

Matt Marro, Sue Valentine and Barbara Roberti of the Conservation Commission addressed the Board. The Conservation Commission requests that the Board submit a letter of support for their grant application for an artery trail that would allow the linkage of the Mudgett Hill Orchard trail with Hall Avenue, near the

beach. It is the goal of the Conservation Commission to provide an access trail that would be used by people who frequent the beach, nature enthusiasts, the young people who participate in the Town Recreation programs and the general populace. This trail would be approximately 800 feet long with the first 150 feet being handicap accessible. Dogs would be allowed on the trails and signage will designate local flora, for educational purposes. The available grant is for approximately \$25,000.00. This grant, along with "in kind" and volunteer services would make the trail available, at no charge to the tax payer.

Maryanne Macleod, of Swett Hill Road, brought forward these concerns, regarding the establishment of the Hall Ave Trail.

1. No finished plan has been presented.

1A. Mr. Marro assured the board that the finished plan will be presented ASAP. Engineers, surveyors and Attorneys are currently working toward that goal.

2. Swamp in proposed trail area.

2A. Mr. Marro assured the board that the trail will not impact the swamp as it is being designed to circumvent the wetlands.

3. Prehistoric sites in the area

3A. Mr. Marro assured the Board that he has checked the Massachusetts Historical Commission database to be certain that this area is not registered as a historic site. The database does not indicate such. Mr. Marro also assured the board that, upon receipt of the grant application, the State will also check for historic designation.

4. Negative impact to abutters

4A. Mr. Marro assured the board that the proposed trail from Hall Ave. will stay away from all easements as it is the goal of the Commission to have little to no impact on any abutters.

Mr. and Mrs. Pendleton reiterated Ms Macleod's concerns.

After discussion, Selectwoman Cranson moved to have the Town Administrator write a letter of support for the Hall Ave Trail, pending no positive findings on Mass Historical Site for the proposed area. Selectman Kilcoyne 2nd the motion. Selectman Kilcoyne – Aye. Chairman Cutler – Abstained. Selectwoman Cranson – Aye. Motion Carried.

Recycled Product Policy

This policy commits the Municipality to purchasing products which are environmentally preferable and /or made of recyclable materials whenever such products meet quality requirements and are at reasonable prices and terms. After discussion, Selectwoman Cranson moved to sign the policy. Selectman Kilcoyne 2nd. Selectman Kilcoyne – Aye. Chairman Cutler – Aye. Selectwoman Cranson – Aye. Motion Carried.

Common Victualer

After discussion, Selectwoman Cranson moved to approve the Common Victualer License for Stix and Pux. Selectman Kilcoyne 2nd. Selectman Kilcoyne – Aye. Chairman Cutler – Aye. Selectwoman Cranson – Aye. Motion Carried.

TA Evaluations

The Town Administrator has met personally with each board member to discuss their reviews. He requests that concrete goals be established by the board as part of the review process. Selectman Kilcoyne stated that his goals would be that the budget process goes smoothly and timely and that the auditor's report shows an improvement over last year. Selectwoman Cranson will deliver her goals to the Administrator in a timely fashion.

TA Report

Public Safety Communications System Improvements

Upgrades to the Communications system continue to be explored. The consensus of the Board is that they expect ALL options to be fully considered. While they are aware that the Town is seeking an optimal system, the Board wishes to minimize impact upon abutters. The final contract/decision will be made by the Select Board.

Fire Station Roof Insulation

The sprinkler system in the administrative area of the Fire Station has been lowered to accommodate the foam insulation. The IFB has been posted in the newspapers and Central Register. The walk through will take place at 10:00 on January 21. Bids will be considered in approximately 3 weeks.

Request for Information

The Building Department has received a request for information regarding staffing. The Building Department will comply with the request.

Minimum Wage for Election Workers

The State minimum wage was elevated to \$10.00 per hour. This impacts the town's election workers. This increase must be reflected in the budget. The Town Clerk also wishes to also grant the 1.00 per hour increase to the registrars who currently make 10.00 per hour.

Auditor Update

The auditor will finish at the end of the week. Changes that COULD be made were implemented this year to address concerns from last year. The Town Administrator anticipates improvements to this year's management letter.

Budget Update

The Finance Committee met Monday. Corrections are being made and the Budget books will be prepared.

DELTA Grant

The DELTA grant has been awarded to the Town. It will be used by the Economic Development Committee to further the progress of the Route 12 re-zoning project.

In response to constituents concerns regarding the 6% tax rate hike, Selectman Kilcoyne did some research and reported that over the past 14 years, the average tax increase has been 3.66%. He is confident that the increases have been fair and just.

A new sign has been erected outside the Municipal Building. It will be hooked up in the near future to electronically display information.

The Senior Center is on schedule and nearing completion. The Senior Center Building Committee will address a punch list at their next meeting as well as the need for furniture.

Public Session

No one wished to speak in public session.

Adjourn

At 9:55 Selectwoman Cranson moved to adjourn the meeting. Selectman Kilcoyne 2nd.
Chairman Cutler - Aye. Selectman Kilcoyne – Aye. Selectwoman Cranson– Aye. Motion carried.

Materials: Minutes, police reports, personnel bylaws, compensation plan, IT surveys, school lease draft, grant request, recycled procurement policy, common vic. Application, TA evals, IFB Fire station open foam.