

TOWN OF STERLING
BOARD OF SELECTMEN
June 1, 2016

MEETING:	<p>Chairman Kilcoyne called the meeting to order at 6:30 PM. Roll Call: Selectwoman Cranson - Present. Vice Chairman Kilcoyne – present. Selectman Lane – present.</p> <p>At 6:33 Chairman Kilcoyne made a motion to convene in Executive session pursuant to MGL Chapter 30A, Section 21 (a) (2) To conduct Strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel – Chief Chamberland. Selectwoman Cranson 2nd. Chairman Kilcoyne – Aye. Selectwoman Cranson – Aye. Selectman Lane – Aye. Motion Carried. The Chairman stated that the public session would reconvene after the Executive Session. The Board proceeded to Executive Session.</p> <p>At 7:09 pm, Chairman Kilcoyne made a motion to reconvene in public session. Selectwoman Cranson 2nd. Chairman Kilcoyne – Aye. Selectwoman Cranson – Aye. Selectman Lane – Aye. Motion Carried.</p>
Minutes	<p>After discussion, Selectwoman Cranson made the motion to approve the minutes for May 18, 2016. Chairman Kilcoyne 2nd. Selectwoman Cranson – Aye. Chairman Kilcoyne – Aye. Selectman Lane – aye. Motion carried.</p>
Driveway cut	<p>Driveway cut discussion tabled.</p>
Support Bill S.1157	<p>Mr. and Mrs. Godbout spoke to the Board to request their support for Senate Bill S1191, The Sudden Cardiac Arrest Prevention Act which would make it mandatory that all public schools have Automated External Defibrillators. The goal is to significantly diminish the deaths of seemingly healthy students who may suddenly become victims of heart events, as has happened numerous times, especially during athletic endeavors. Currently, 20% of all MA schools do not have AEDs on premises. After discussion: Selectman Lane moved to support this bill by means of a letter which will be signed by the Chairman of the Board. Selectwoman Cranson 2nd. Chairman Kilcoyne – Aye. Selectwoman Cranson- Aye. Selectman Lane – Aye. Motion carried.</p>
Adopt Hazard Mitigation Plan	<p>Chief David Hurlbut addressed the Board and recommended that the Board adopt the revised Hazard Mitigation Plan, as proposed by the Montachusett Regional Planning Commission. Few changes have been made since it was last adopted in 2008. However, it does include updated information regarding critical infrastructure within the Town/area as well as updated local evacuation plans. After discussion: Selectman Lane moved that the Board adopt the Montachusett Regional Natural Hazard Mitigation Plan, 2015 update as presented by Chief Hurlbut. Selectwoman Cranson 2nd. Chairman Kilcoyne – Aye. Selectwoman Cranson- Aye. Selectman Lane – Aye. Motion carried.</p>
Funding for Paramedic class	<p>Chief Hurlbut reported that at the Wachusett Fund Committee meeting, on May 16, 2016 the Committee voted to recommend; Funding up to 45% of the tuition for a Paramedic class to be taken by a current Firefighter/EMT from the department, for a total of \$4,275.00. After discussion, Selectwoman Cranson moved to approve this expenditure from the Wachusett Fund Committee for the paramedic class. Selectman Lane 2nd. Chairman Kilcoyne – Aye. Selectwoman Cranson- Aye. Selectman Lane – Aye. Motion carried. The Chief also reported that the paramedic has a 2 year commitment to the Town by accepting these funds or must pay them back. The current balance in the account is 138,611.61.</p>

Fire Dept Report

The following has highlights from the Fire Dept from Jan 1, 2016 to May 2016

January Review:

- The fire department assisted the police with a lock-down drill at the Houghton / Chocksett Schools
- Attended the WRSD Safety meeting at the new Mount View Middle School in Holden
- Held a meeting with the school principals and Chief Chamberland to review local procedures on bomb threat protocols, based on the recent increase of threats throughout the state
- Intern from Anna Maria College began at station working on fire prevention projects as part of his fire science degree program
- Attended several monthly local area, district and state chiefs meetings

February Review:

- Met with contractor, town administrator, building inspector and maintenance supervisor on the plan for the insulation project in the administration wing of the fire station
- Attended the Chocksett Club Dinner and presented on fire department operations
- Attended 3-day Professional Development Seminar in Worcester
- Attended a meeting hosted by Representative Naughton at Clinton Town Hall regarding concerns with railroad safety and track maintenance
- Attended the WRSD Safety meeting at the Glenwood Elementary School in Rutland
- Conducted the 3rd fire drill for the year at the Houghton / Chocksett Schools

March Review:

- Attended budget hearing with Finance Committee regarding FY2017 budget
- Held bid opening for new Forestry pick-up truck
- Jim Emerton started Firefighter Recruit training at the Mass. Fire Academy
- Department conducted CPR training for teachers and staff at Houghton / Chocksett Schools
- Attended quarterly meeting of the Southern Wachusett Emergency Planning Committee in Holden

April Review:

- Insulation project was completed in administration wing at fire station
- Attended the WRSD Safety meeting at the Houghton Elementary School in Sterling
- Met with new Director at Sterling Village Nursing Home and Rehab on Dana Hill Road to review and update emergency response plans
- Firefighter Ares served as an evaluator for a drill that was held at Sterling Village
- A second bid opening was held for the new Forestry Pick-up truck
- Firefighter Emerton presented the annual Safety Lecture to Little League coaching staff
- The 4th fire drill of the school year was held at the Houghton / Chocksett School
- The department participated in the annual Davis Farm Public Safety Weekend on April 30th and May 1st

May Review:

- On May 5th the department held its first blood pressure clinic at the new Senior Center. This will be something we do on the first Thursday of every month
- Attended Chief Fire Officers Association Conference in County Kerry, Ireland first week of May
- On May 12th Chief Hurlbut was elected to his second term as president to the Fire District 8 Mutual Aid Association
- On May 17th Chief Hurlbut was sworn in to his fifth term as a District Board of Director for the Fire Chiefs Association of Massachusetts
- Attended the WRSD Safety meeting at the District Office in Holden
- On May 21st a Memorial Service was held for Retired Deputy Chief Richard Farrar at the First

Selectmen's Meeting Minutes

June 1, 2016

	<p>Church</p> <ul style="list-style-type: none">- On May 30th the department marched in the annual Memorial Day Parade <p>For this period there were 440 incidents. The department assisted in 12 mutual aid responses. Department members of the Fire District 8 Regional Dive Team were activated 3 times during this period.</p> <p>Major Incidents for Period: During this period the department responded to a 1-alarm fire on Days Way on 1/29 and a 2-alarm house fire on Trinity Avenue on 3/31, 2 chimney fires, and 3 vehicle fires. We responded to 4 major accidents requiring the Jaws of Life on Leominster Road, I190, Redemption Rock Trail and Lancaster Street in West Boylston.</p>
Liaison Duties	<p>By consent the Board decided to accept the following Liaison positions:</p> <p>Police Fire Emergency Management – Selectman Lane</p> <p>DPW/Water/ Light – Selectman Lane</p> <p>Planning/Zoning/Earth Removal – Selectman Lane</p> <p>Personnel/Labor Relations/Insurance Advisory Committee – Selectman Kilcoyne</p> <p>Finance/Capital/ Accounting/Treasury – Selectman Kilcoyne</p> <p>Facilities: School Buildings/Town Buildings – Selectman Kilcoyne</p> <p>Senior Center Building/COA – Selectwoman Cranson</p> <p>Economic Development – Selectwoman Cranson</p> <p>Board of Health – Selectwoman Cranson</p>
Scheduling reports	<p>The board requested that the Town Administrator arrange for Chairmen or representatives of all Board and committees, to attend at least one BOS meeting per year to keep the Board and members of the general public abreast of their goals and accomplishments. The Board asks that the Director of Recreation attend the next meeting to publicize the summer programming.</p>
Gov Study Future	<p>The Board directed the Town Administrator to contact Robert Dumont and invite him to a meeting to discuss the possibility of rejuvenating the Town Government Study group.</p>
Appointments procedure	<p>Amrith Kumar attended the meeting in his capacity as Moderator. He asks that he be apprised in advance of any candidates for appointment to the Finance Committee, Capital Committee or Personnel Board so that he might speak with them to determine their competence in the position, prior to his vote.</p> <p>Currently there are no volunteers for those positions. The personnel Board will not have a quorum, after June 30th, unless volunteers are found to fill the vacancies. Mr. Kumar reminded the Board that there must be someone from the Finance Committee represented on the Capital Committee. (That position was formerly held by Robert Brown who resigned from the Finance Committee but will continue to serve on the Capital Committee).</p> <p>Re-appointment inquiry letters went out months ago. Available positions continue to be advertised.</p>
Finance Director	<p>The Board directed the Town Administrator to invite the Accountant, Fred Aponte and the Treasurer, Ann Cervantes to come to a future meeting to discuss their recommendation for a Finance Director.</p>
Letter to Property owners	<p>Letter to property owners was tabled.</p>

Selectmen's Meeting Minutes

June 1, 2016

Senior Center Director	<p>After discussion, Selectwoman Cranson moved that the Town Administrator make necessary changes to the Advertisement for the Senior Center Director's position to reflect that it will be an exempt position and adjust the salary to reflect that change. Then get the ad out as soon as possible. Selectman Lane 2nd. Chairman Kilcoyne – Aye. Selectwoman Cranson- Aye. Selectman Lane – Aye. Motion carried. The Town Administrator will request that the Personnel Board vote to change the position from hourly to exempt. Should they be unable to do so due to a lack of quorum or other issue, the Select Board will have the authority to vote on that issue.</p>
Interim Outreach worker	<p>The Town Administrator was directed to set up interviews for those who are qualified to hold the Outreach Interim position. There are 6 applicants. The interview team will consist of The Town Administrator, the COA and a Select Board Member.</p>
Public Session policy	<p>The consensus of the Board was that the Agenda request form should have Public Comment Guidelines and Policies attached (2 sided). The Town Administrator proposed such a document. The Board requested that the Town administrator make some changes to the document prior to using it on the request forms. The Board may wish to entertain Public Session at the beginning of the meeting. That will be decided by the current chairman, as he/she has the final decision on the agenda.</p>
Building Use	<p>After discussion, the board decided employees will be polled as to their needs and opinions regarding the future use of the Town offices space. Perhaps a working group will be established to address the needs. The Board would like to set a goal of 6 months to have this issue finalized.</p>
TA Report	<p>Prime Wellness is moving ahead in their plans to locate in Sterling on Chocksett Road. They have received their Registered Marijuana Dispensary Provisional Certificate of Registration with provisions that they pass the inspectional phases of the process and compliance with all regulations.</p> <p>Another medical marijuana growing company has approached with an interest in locating their facility in Sterling. The Town Administrator will keep the Board and the public advised if they continue to show an interest.</p> <p>The Finance Committee is meeting on June 13th. If any Committee, Board or Department is in need of a transfer of funds, they should get their request to the Town Administrator as soon as possible.</p> <p>The parcel of land at 103 Osgood Road is currently for sale. The Town had an option in 1999 to acquire the land, as it was a 61A property. Although no letter was recorded at the Registry of Deeds, the roll back taxes were paid in 1999 and full tax payments have been received since then. The title company is seeking an affirmative document from the Town stating that the Town does not have an option to buy the property any longer. After discussion, Selectman Lane moved that on the advice of Town Counsel, the Select Board acknowledges that any right of refusal has expired for 103 Osgood Road, Sterling, MA and the Town of Sterling no longer has the right of first refusal on this property. Selectwoman Cranson 2nd. Selectwoman Cranson – Aye. Chairman Kilcoyne – Aye. Selectman Lane – aye. Motion carried.</p> <p>Selectman Lane moved that the Chairman be authorized to sign this release document, on behalf of the Board of Selectmen. Selectwoman Cranson 2nd. Selectwoman Cranson – Aye. Chairman Kilcoyne – Aye. Selectman Lane – aye. Motion carried.</p> <p>At the request of Selectman Lane, the Town administrator spoke to roofing consultants Russo Barr</p>

	<p>regarding the Fire Station Roof. Selectman Lane is concerned about proceeding with the roofing project without the input of a specialist who will stand behind their recommendation. The Town Administrator will get the reports from Regh and Philpot to Selectman Lane so that he will have the information that was previously considered by the Board.</p> <p>The Economic Development Committee will host a forum to gather input from the residents concerning the direction that the Committee should consider when planning. It will be held on Thursday, June 2 at 6pm at the Chocksett school.</p>
Future Items	<p>Fire Station Roof Personnel Board Finance Director Management Letter update</p>
Public Session	<p>Amrith Kumar voiced his opinion that he believes that it would be beneficial to establish an IT Steering Committee to address the IT Contract and the questions regarding satisfaction.</p>
Adjourn	<p>Mr. Kumar also voiced his concern that the Public Session of the Meeting is held at a non-specific time at the end of the meeting. He suggested that the Public Session be moved to the beginning of the meeting. The consensus of the Board was that the place of all agenda items was ultimately the decision of the Chairman.</p> <p>Selectwoman Cranson stated that the opening of the new senior center went remarkably well. She extended special thanks to The Light Department, The DPW, the Boy Scouts, Yahoo volunteers, as well as Nicole Boardman (Interim Senior Center Director) and the myriad of volunteers that have been assisting with the daily operations at the new facility.</p> <p>At 10:00 pm, Selectwoman Cranson made a motion to adjourn the public meeting. Selectwoman Cranson 2nd. Selectman Kilcoyne – Aye. Selectwoman Cranson – Aye. Selectman Lane – Aye. Motion Carried.</p> <p><u>Materials: Investment policies, Minutes, scholarship applications, Senior Center Use policy, Police Chief Chamberland’s written opinion regarding B-Mans</u></p>