

TOWN OF STERLING
BOARD OF SELECTMEN
June 29, 2016

MEETING:	Chairman Kilcoyne called the meeting to order at 7:04 PM. Roll Call: Selectwoman Cranson - Present. Chairman Kilcoyne – present. Selectman Lane – present.
Minutes	Selectman Lane moved that the June 15, 2016 minutes be accepted as written. Selectwoman Cranson 2 nd . Selectman Lane – Aye. Selectwoman Cranson – Aye. Chairman Kilcoyne- Aye. Motion carried.
Hardscrabble Road	On Saturday, June 18 th the Board of Selectman met with the Conservation Commission to walk the property at 19 Hardscrabble Road. The topic of moving the access road, in order to enhance the salability of the property while still providing access to the back property, will be addressed at the next Conservation Committee meeting. Their proposal will be presented to the Select Board. The Town Administrator, having walked the property on his own, advised the Board that the back of the property is flooded, due to beaver dams. He recommended eliminating the beavers and destroying the dams to reclaim the land, further enhancing the value of the property. The Town Administrator proposed working with Conservation, the Board of Health and the DPW. After further discussion, Selectman Lane moved that the Town Administrator begin the process to eliminate the beavers at the property on 19 Hardscrabble Road, with a \$1500.00 cap on expenses for the endeavor. Selectwoman Cranson 2 nd . Selectman Lane – Aye. Selectwoman Cranson – Aye. Chairman Kilcoyne – Aye. Motion carried.
Town Hall	<p>Mr. Robert Jones of the 1835 Town Hall addressed the Board. He requested that the Board consider the preliminary concept of using the 1835 Town Hall as an art exhibit location. The issues that will need to be addressed:</p> <ul style="list-style-type: none">• Negative impact on public use of the building. (The 1835 Town Hall committee has proposed the possibility of creating display walls on wheels, that may be moved in order to keep floor space available for regularly scheduled pubic/recreational use).• Responsibility of moving the proposed walls to and from their display position• Controversial/inappropriate artistic subject matter• Insurance of art• Lighting for the displays• Fees to use the area• Cost of staff to be in the building during "showing times" <p>If the 1835 Town Hall Committee wishes to pursue this endeavor, the Town Counsel will need to evaluate an updated proposed art exhibit policy, prior to the Select Boards approval.</p> <p>The 1835 Town Hall Committee Members met with the Board of Health and it has been established that it is conceivable for the 1835 Town Hall to hook up with the Fire Stations Septic, as was part of the original plan. Selectwoman Cranson is concerned that the parts that would be needed to accomplish this may not be manufactured any longer. Mr. Jones continues to research the title to the easements that would be required to go ahead with the project and an updated design is necessary. The cost of the design will be \$9,700.00 and property owners will need notification, prior to digging test holes. A town meeting article may be the only way to acquire the funding for the design and implementation, as there are no funds currently budgeted for this project.</p> <p>An updated roof plan design is necessary in order to put the roofing work out to bid. Unfortunately,</p>

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no money is currently budgeted for this expense. Therefore, this request for funds may also need to go to Town Meeting, in the form of an article.

The 1835 Town Hall Committee would like to create a kitchenette area in the building. Mr. Jones reports that the Board of Health has no objections to the idea. Although many of the supplies needed to create a kitchenette have been donated, the project will still require funding. The 1835 Town Hall Committee may further investigate the specifics of placement and proposed costs associated with the kitchenette and bring that information to the Select Board for approval. However, again, Mr. Jones was reminded that no funding, for such expenditures, has been budgeted in fiscal year 2017.

Mr. Jones also asked the Board for permission to name rooms at the 1835 Town Hall after historical figures. The consensus of the board was that they do not feel comfortable making that decision. They suggested that the 1835 Town Hall Committee may hold a Public Hearing for name suggestions.

33 Main Street

On April 30, 2015 The BOS conducted a Public Hearing, regarding the nuisance property at 33 Main Street. At that time, the Board ordered the property owner to make necessary repairs, with a deadline of October 1, 2016. While the property owner submitted a plan of action that would have the buildings safety issues addressed in a timely manner, to date, there has been little or no progress. Therefore, the Board will send a letter to the property owner expressing their displeasure at the lack of cooperation in this matter and to advise the property owner that the deadline is not subject to alteration, no extensions will be granted and if the work is not completed, by the deadline, the Town will commence enforcement action immediately. Selectwoman Cranson moved that the Board send the prepared letter, as written, to Mr. Griffin. Selectman Lane 2nd. Selectman Lane – Aye. Selectwoman Cranson – Aye. Chairman Kilcoyne – Aye. Motion carried.

Letters to
Property
Owners

Selectwoman Cranson will work with the Economic Development Committee to pen an appropriate letter to Route 12 property owners whose property is unkempt or in disrepair. The EDC, with the assistance of the MRPC, is attempting to attract more businesses to Sterling. It is their mission to improve curb appeal within Town. The Committee will research possible incentives for property owners. When the letter has been completed, it will be brought before the Board of Selectmen for final approval prior to mailing.

Senior Center
Director

The Board has received 14 timely resumes for the position of Senior Center Director. The COA has requested that Kevin Beaupre and Jack Chandler be appointed to the Selection committee. The other members are: Deb MacLennan, Liz Pape, Sharon Bloom, Maureen Cranson and Mike Szlosek. After discussion, Selectwoman Cranson moved that Kevin Beaupre and Jack Chandler be appointed to the selection committee for the Senior Center Director. Selectman Lane 2nd. Selectman Lane – Aye. Selectwoman Cranson – Aye. Chairman Kilcoyne – Aye. Motion carried.

Reappointments

After discussion, Selectwoman Cranson moved to approve the attached appointment list with the addition of Charles Madden as a full member of the Council on Aging and Kevin Beaupre as an associate member on the COA. It was noted that both the Moderator, Amrith Kumar endorsed the appointment of Robert Brown for the Capital Committee and Gerald Kokernak for the Finance Committee. The Finance Committee also voted and endorsed both Robert Brown for the Capital Committee and Gerald Kokernak for the Finance Committee. Selectman Lane 2nd. Selectman Lane – Aye. Selectwoman Cranson – Aye. Chairman Kilcoyne – Aye. Motion carried. (See attached)

Keay to OSIC

After discussion, Selectwoman Cranson moved to approve the appointment of Jeffrey Keay to the

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	<p>Open Space Implementation Committee. In order to establish staggered terms, Mr. Keay will be appointed for a one year term to expire 6/30/2017 but will be eligible for re-appointment for a 3 year term at that time. Selectman Lane 2nd. Selectman Lane – Aye. Selectwoman Cranson – Aye. Chairman Kilcoyne – Aye. Motion carried.</p>
One day Licenses	<p>After discussion, Selectman Lane moved to approve the 1 day alcohol licenses for Clearview Farms, 4 Kendall Hill Road, for September 17, 2016, September 24, 2016 and October 9, 2016. Selectwoman Cranson 2nd. Selectman Lane – Aye. Selectwoman Cranson – Aye. Selectman Kilcoyne – Abstain. Motion carried.</p>
Propane Storage Tanks	<p>LKQ Parts Distribution will be occupying and using the buildings at #23 Chocksett Road. They have requested that the Board approve the installation of four 1000 gallon underground propane storage tanks on the property. A permit has been approved by the State Fire Marshall. After discussion with John Manzik of Osterman Propane, the Board was assured that the setback requirements are being met, the Tom Kokernak of the Sterling Fire Department signed off on the permit and certified letters were sent to abutters to apprise them of this evenings meeting. Therefore, Selectman Lane moved that the application for the propane tanks to be installed at 23 Chocksett Road be approved. Selectwoman Cranson 2nd. Selectman Lane – Aye. Selectwoman Cranson – Aye. Selectman Kilcoyne – Aye. Motion carried.</p>
Ambulance Write-offs	<p>Chief David Hurlbut presented the proposed Ambulance Write-offs to the Board. Coastal Medical Billing, Inc has determined that 28,222.47 should be deemed “uncollectible”. After discussion, Selectwoman Cranson moved that the Board approve the recommendation that the \$28,222.47 should be written off as “uncollectible”. Selectman Lane 2nd. Selectman Lane – Aye. Selectwoman Cranson – Aye. Selectman Kilcoyne – Aye.</p>
End of Year Transfers	<p>At the June 28th meeting of the Finance Committee, it was determined that requests for transfers be approved as reserve fund transfers. Therefore, such transfers do not require action by the Board of Selectmen.</p>
Schedule and Process TA review	<p>After discussion, it was decided that the Town Administrator's review will be addressed in public session, Selectman Lane wishes to recuse himself as he feels that he has not been a member of the board long enough to make an appropriate performance evaluation, Finance Committee and Moderator will be asked to submit opinions on Town Administrator's strengths, possible goals and any improvements that they would like to see happen. Both Selectwoman Cranson and Selectman Kilcoyne will submit their evaluations to the Town Administrator in advance of the meeting. The evaluation will take place on July 13th.</p>
TA Report	<p>Veterans Service Agent The agreement that the Town of Sterling has with Clinton Veterans Service Agent will expire on July 1. The Town Administrator will meet with Leominster next week to determine if a suitable agreement can be reached between the two towns. The Veteran's district meeting will take place at 10am on the 7th in the second floor conference room at Leominster City Hall. If an agreement cannot be stuck, Sterling will need to advertise for their own Veteran's Service Officer.</p> <p>Fire Department Roof Sarah Culgin, Sterling Building Commissioner is currently working on the specifics for the Fire Department roof. It is anticipated that she will have completed the specs by next week and then the</p>

the job will go out to bid.

Athenian Society

The Town Clerk, Dawn Michanowicz has received the Athenian Leadership award. The Athenian Society is an elite society of Town Clerks. The Board will send a letter of congratulations to Ms. Michanowicz.

School Assessment

The Town has been notified that the school is proceeding with a 1/12 budget. The proposed budget translates to \$300,000.00 less than what was approved at Town Meeting.

The Board is interested in appointing an IT Committee. The purpose of the committee is to make certain that the town is satisfied with current providers and that the Board can be kept apprised of the best course of action to be taken concerning IT issues, such as Cloud based data storage. The board has several very qualified volunteers and is looking for one more person to round out the committee.

Chairman Kilcoyne attended the meeting at Fort Devens regarding the businesses that have left surrounding towns in favor of Devens. While Devens is a resource for the area, it has created an unequal playing field for surrounding towns by negatively impacting the tax base when they move their business to the Devens Complex. Sterling has currently lost two businesses.

Chairman Kilcoyne reports that Mass Development and Chambers of Commerce may join forces to assist negatively impacted towns. While there was no specific proposal, there is a "concept" that may assist towns with their tax base. It deals with reimbursing a certain percentage of the property taxes that were lost when the business vacated, for a yet to be determined number of years. However, nothing specific was decided, in that regard, at the meeting.

The Board is still looking for volunteers to attend the MRPC and MPO and MART meetings to represent the Town of Sterling.

Public Session

No one spoke at public session.

Adjourn

At 9:18, Selectwoman Cranson moved to adjourn. Selectman Lane 2nd. Chairman Kilcoyne – Aye. Selectwoman Cranson – Aye. Selectman Lane – Aye. Motion Carried.

Materials: minutes, Hardscrabble easement plan, 1835 Town Hall policy reg., 33 Main nuisance letter, letter to property owners, appointment list, Keay application, One day requests, storage tank application, write off recom.,



Town of Sterling

1 Park Street

Sterling, MA 01564

Phone: (978) 422-8111 ext.2316

Sterling Board of Selectmen Expiration Report

Expiration: 6/30/2016

1835 Town Hall Committee

3 yrs

Expiration: 2019

David Gibbs

Member

6/30/2016

Robert M Jones

Chair

6/30/2016

40B Review Committee

1 yr

Expiration: 2017

Clare B. Fisher

MEMBER

6/30/2016

Donald Harding

MEMBER

6/30/2016

Michael E. Pineo

MEMBER

6/30/2016

Barbara Roberti

Alternate

6/30/2016

ADA Committee

1 yr

Expiration: 2017

Clare B. Fisher

MEMBER

6/30/2016

Melanie Glynn

Member

6/30/2016

Donald Harding

MEMBER

6/30/2016

Ronald Pichierri

MEMBER

6/30/2016

Kenneth Stidsen, Jr.

MEMBER

6/30/2016

VACANCY

MEMBER

6/30/2016

ADA Coordinator

1 yr

Expiration: 2017

Matthew S Marro

Chair

6/30/2016

Agricultural Commission

3 yrs

Expiration: 2019

David Fiske

Alternate

6/30/2016

Diane A. Melone

Alternate

6/30/2016

Susan Phinney

Vice-Chair

6/30/2016

VACANCY

Alternate

6/30/2016

Sterling Board of Selectmen Expiration Report

Expiration: 6/30/2016

Animal Control Advisory Board

1 yr

Expiration: 2017

Ann Marie Catalano

MEMBER

6/30/2016

[REDACTED]

MEMBER

6/30/2016

Karen Kase

Chair

6/30/2016

Richard G. Lane

Member

6/30/2016

Cynthia Miller

MEMBER

6/30/2016

Theresa E. Sadler

Vice-Chair

6/30/2016

Frances Simonds

MEMBER

6/30/2016

Animal Control Officer

1 yr

Expiration: 2017

Steven Jones

Alternate

6/30/2016

Louis Massa

Employee

6/30/2016

Animal Inspector [REDACTED]

1 yr

Expiration: 2017

David Favreau

6/30/2016

Louis Massa

Assistant

6/30/2016

Assistant Emergency Management Director

2 yr

Expiration: 2018

James Emerton

Co-Chair

6/30/2016

BUILDING INSPECTOR/COMMISSIONER

1 yr

Expiration: 2017

Richard Breagy

Alternate

6/30/2016

Capital Budget Committee

3 yrs

Expiration: 2019

Robert Brown

MEMBER

6/30/2016

[REDACTED]

MEMBER

6/30/2016

Conservation Commission

3 yrs

Expiration: 2019

Scott Michalak

MEMBER

6/30/2016

Barbara Roberti

CHAIR

6/30/2016

VACANCY

Alternate

6/30/2016

CONTRACTED SERVICES

Expiration: 2017

Edward Bonnell

6/30/2016

Sterling Board of Selectmen Expiration Report

Expiration: 6/30/2016

Council on Aging		3 yrs	Expiration: 2019
Barbara Foster	Vice-Chair	6/30/2016	
Mary Higgins	SECRETARY	6/30/2016	
Peter Watson	MEMBER	6/30/2016	
Earth Removal Board		3 yrs	Expiration: 2019
Robert F. Cutler	Member	6/30/2016	
Economic Development Committee		3 yrs	Expiration: 2019
Brian Kindorf	Treasurer	6/30/2016	
Electrical Wiring Inspector		1 yr	Expiration: 2017
J. Bruce Dunn		6/30/2016	
(John) Gary Harrington	Alternate	6/30/2016	
Emergency Management Director		2 yrs	Expiration: 2018
David C. Hurlbut, Jr.		6/30/2016	
Extension Services		1 yr	Expiration: 2017
Clare B. Fisher	CHAIR	6/30/2016	
Fair Committee		3 yr	Expiration: 2017
Merylee Calahan	Associate Member (non votin	6/30/2016	
Shirlene Hagan	Associate Member (non votin	6/30/2016	
Muriel Johnson	Associate Member (non votin	6/30/2016	
Amy Legere	Associate Member (non votin	6/30/2016	
Tammy Mathews	Associate Member (non votin	6/30/2016	
Keith Shaughnessy	Associate Member (non votin	6/30/2016	
Fence Viewer		1 yr	Expiration: 2017
R. Gary Griffin		6/30/2016	

Sterling Board of Selectmen Expiration Report

Expiration: 6/30/2016

Finance Committee

3 yrs

Expiration: 2019

Robert Brown

Member

6/30/2016

Gerald Kokernak

MEMBER

6/30/2016

Gas Inspector

1 yr

Expiration:

Robert Janda

6/30/2016

Jeremy Pierce

6/30/2016

Historical Commission

3 yrs

Expiration: 2019

Philip Nash

MEMBER

6/30/2016

Industrial Development Commission

5 yrs

Expiration:

William Haskell

MEMBER

6/30/2016

Insurance Advisory Committee

1 yrs

Expiration: 2017

Michelle Braconnier

Member

6/30/2016

Lisa Bristol

Member

6/30/2016

Geoffrey Donahue

Member

6/30/2016

David Favreau

Member

6/30/2016

Brian J. Foley

Member

6/30/2016

Scott Johnson

MEMBER

6/30/2016

James Fmerton

6/30/2016

Montachusett Authority Regional Transit (MART) Advisory Bo

1 yr

Expiration:

John F. Kilcoyne

Member

6/30/2016

Municipal Coordinator

2 yrs

Expiration: 2018

David C. Hurlbut, Jr.

6/30/2016

VACANCY

Alternate

6/30/2016

Sterling Board of Selectmen Expiration Report

Expiration: 6/30/2016

Open Space Implementation Committee

3 yr

Expiration:

Marion E. Larson	Vice-Chair	6/30/2016	2018
Peder Pedersen	Chair	6/30/2016	2017
Robert Protano	Secretary	6/30/2016	2018
Erin Rehrig	Member	6/30/2016	2019
James Wilkinson	Treasurer	6/30/2016	2019

Personnel Board

3 yrs

Expiration:

Karen Gaylord	MEMBER	6/30/2016
John Edwin (Jed) Lindholm	CHAIR	6/30/2016

Plumbing Inspector [REDACTED] 1 yr

Expiration:

Robert Janda	6/30/2016
Jeremy Pierce	6/30/2016

Police Cell Monitor

1 yr

Expiration: 2017

Brooke Chandler	6/30/2016
Christopher Constantino	6/30/2016
Michelle Johndrow	6/30/2016
Danielle Mallette	6/30/2016
Brian M Ryder	6/30/2016
Kimberly Thebeau	6/30/2016
Christopher Wilder	6/30/2016

Recreation Committee

5 yrs

Expiration:

Maureen Cathcart	Member	6/30/2016	21
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Regional Emergency Planning Committee

1 yr

Expiration:

Gary Chamberland	Member	6/30/2016
James Emerton	Member	6/30/2016
David Favreau	Member	6/30/2016
Donald Hamilton	Member	6/30/2016
David C. Hurlbut, Jr.		6/30/2016
Peter MacDonald	Alternate	6/30/2016
Mark (Dr.) Restuccia	Member	6/30/2016

Sterling Board of Selectmen Expiration Report

Expiration: 6/30/2016

Right-to-Know Coordinator

1 Year

David C. Hurlbut, Jr.

Expiration:

6/30/2016 **7**

Senior Center Building Committee

1 yr

Kevin Beaupre

Member

Expiration:

6/30/2016

Robert Bloom

Member

6/30/2016

Ronald Cote

Member

6/30/2016

Maureen Cranson

Chair

6/30/2016

John F. Kilcoyne

Associate Member (non voting)

6/30/2016

Richard H. Maki

Member

6/30/2016

Michael L. Paoli

Member

6/30/2016

Karen Phillips

Associate Member (non voting)

6/30/2016

Sexual Harrassment Officer

1 yr

Gary Chamberland

Expiration:

6/30/2016 **2017**

Sign Bylaw Committee

1 yr.

Lauren Demerjian

Member

Expiration: **2017**

6/30/2016

Richard G. Lane

Member

6/30/2016

Rosanne Mapp

Member

6/30/2016

Michael E. Pines

Chair

6/30/2016

Robert Protano

Member

6/30/2016

Town Forest Committee

3 yrs

David Mosley

Member

Expiration:

6/30/2016 **2019**

VACANCY

MEMBER

6/30/2016

Tree Warden

1 yr

William Tuttle

Acting

Expiration:

6/30/2016 **7**

Veteran's Grave Officer

1 yr

Robert Temple

Expiration:

6/30/2016 **7**

Sterling Board of Selectmen Expiration Report

Expiration: 6/30/2016

Wachusett Fund Committee

1 yr

Expiration: 2017

Gary Chamberland	MEMBER	6/30/2016
David C. Hurlbut, Jr.	MEMBER	6/30/2016
Peter MacDonald	MEMBER	6/30/2016

Zoning Board of Appeals

3 yrs

Expiration: 2019

Matthew CampoBasso	Alternate	6/30/2016
Jeffrey L. Donaldson	MEMBER	6/30/2016
Patrick Fox	Alternate	6/30/2016
Jerry Siver	Member	6/30/2016