

TOWN OF STERLING  
BOARD OF SELECTMEN  
November 16, 2016

MEETING:	Chairman Kilcoyne called the meeting to order at 7:00 PM. Roll Call: Selectwoman Cranson - Present. Chairman Kilcoyne – present. Selectman Lane participated remotely, due to geographical distance, per the MGL Open Meeting Law, 29:10, which was implemented by the Board, on February 13, 2013.
Minutes	Selectman Lane moved to accept the Public meeting minutes for November 2, 2016, as written. Selectwoman Cranson 2 <sup>nd</sup> . Chairman Kilcoyne – Aye. Selectwoman Cranson – Aye. Selectman Lane – Aye. Motion Carried.
Police Report	<p>Police Report for October-</p> <p><b><u>Personnel, Training &amp; Equipment:</u></b></p> <ul style="list-style-type: none"><li>• Sgt Gaudette completed FBI-LEEDA training.</li><li>• Michelle Johndrow attended a class on matron training.</li><li>• Part-time dispatcher Brian Ryder graduated from Marine Corps recruit training at Parris Island S.C.</li><li>• Dispatcher Wilder attended a three day class on dispatcher training.</li><li>• Working with MHQ on delivery of police vehicles.</li><li>• State conducted inspection of the lock up facility. Two minor violations were noted and corrected. (Sink draining slowly, blankets not marked as fire resistant).</li></ul> <p><b><u>Community Interactions:</u></b></p> <ul style="list-style-type: none"><li>• Attended the Open House at the Senior Center</li><li>• Chief participated in a panel discussion sponsored by D.A. Early at Wachusett High School on Opioid Awareness.</li><li>• Community Presentation at the Grange on protecting oneself from fraud.</li><li>• Attended the SMLD presentation on Chocksett Rd and Senior Center</li><li>• Met with Senior Center Director to discuss senior issues</li><li>• Participated in Spooky Walk. Provided safety and crossing zones</li></ul> <p><b><u>General Police Business</u></b></p> <ul style="list-style-type: none"><li>• Drafted an updated Evidence and Property Control Policy</li><li>• Submitted street light review</li><li>• Submitted Paperwork for the 911 incentive grant (\$21,904.00)</li><li>• Responded to 42 calls for service... most notably<ol style="list-style-type: none"><li>1. Breaking and entering into the site of the future marijuana cultivation building</li><li>2. Three noise complaint calls to B-Man's Tavern</li></ol></li></ul> <p>Chairman Kilcoyne will visit the proprietor of the B-Man's Tavern to advise them that unacceptable noise levels continue to be a neighborhood issue. Selectman Lane substantiated these complaints. He reported that on an evening he sat down the street from the establishment and could distinctly hear the music and even experienced a vibration of sound within the vehicle. The Board will take these complaints into consideration when they renew the entertainment license for the establishment next month. New parameters may be imposed.</p> <p><b><u>Arrests</u></b></p> <ul style="list-style-type: none"><li>• Two for OUI</li><li>• One warrant arrest</li></ul> <p><b><u>Traffic</u></b></p> <ul style="list-style-type: none"><li>• Forty nine motor vehicle stops and thirty three citations issued (most of this activity was directed to the downtown area)</li></ul>

	<p>Crashes</p> <ul style="list-style-type: none"><li>• Fifteen crashes during the month. Three were at Rte. 62 &amp; 140. All of those were vehicles entering the intersection. The Chief spoke to Bill Tuttle and improvements to signage and road markings will be made.</li><li>• Two crashes at Pratts Junction/Leominster Road</li><li>• Two Crashes at Chocksett Road/Leominster Road</li></ul>
Energy Efficiency Award	<p>The Sterling Energy Committee and Sterling Municipal Light Department were recognized on November 10, 2016 by the Massachusetts Municipal Wholesale Electric Company for the positive impact on the community of the utility's Commercial and Industrial energy efficiency programs. This evening Matt Stelmach accepted an award on behalf of the Energy Committee whose efforts have helped implement energy improvements on Municipal buildings and replacement of the existing streetlight fixtures with light Emitting Diode (LED) fixtures within the Town of Sterling. (The LED streetlights will reduce the energy use by sixty percent.) The Board of Selectmen sincerely thanked the Energy Committee for all of their efforts in saving energy and thereby positively impacting the taxpayers.</p>
Approve One day Alcohol License	<p>After discussion, Selectwoman Cranson moved to approve the one day alcohol license for the Eight Point Sportsmen's Club for November 18 from 4:00 pm to Midnight. Selectman Lane 2<sup>nd</sup>. Chairman Kilcoyne – Abstained. Selectwoman Cranson – Aye. Selectman Lane – Aye. Motion Carried.</p>
Approve Road Closure	<p>After discussion Selectman Lane moved to approve the closure of Meetinghouse Hill Road (in front of the church) on Sunday, December 4<sup>th</sup> from 3:00pm – 6:00 pm to accommodate the holiday tree lighting ceremony at the Town Common. Selectwoman Cranson 2<sup>nd</sup>. Chairman Kilcoyne – Aye. Selectwoman Cranson – Aye. Selectman Lane – Aye. Motion Carried.</p>
TA Salary Range	<p>After discussion, the Selectwoman Cranson moved that the Town Administrator Search Committee shall use a salary range of between \$90,000.00 and \$120,000.00 as they search for a new Town Administrator candidate. Selectman Lane 2<sup>nd</sup>. Chairman Kilcoyne – Aye. Selectwoman Cranson – Aye. Selectman Lane – Aye. Motion Carried.</p>
Holiday Party	<p>After discussion, the consensus of the Board was that the Board will check on available dates at the Senior center to hold the annual holiday party. They proposed that the party be held on a Wednesday or a Thursday between the hours of 4pm – 6:00 or 6:30 pm. They will spend \$600.00 for a caterer. The date will be announced at the next meeting.</p>
Approve SCBC to contact Town Counsel	<p>The Senior Center Building Committee is still attempting to resolve issues with the HVAC system in the new building. It appears that the current design is not adequate for the building and testing of the system has not proved satisfactory. After discussion, Selectman Lane moved that the Board approve the Senior Center Building Committee's request to contact Town Counsel to aid in filing an errors and omissions on the Architect and Electrical Engineer regarding the Senior Center Heating Ventilation and Air Conditioning systems. Selectwoman Cranson 2<sup>nd</sup>. Chairman Kilcoyne – Aye. Selectwoman Cranson – Aye. Selectman Lane – Aye. Motion Carried.</p>
Use of Town Property	<p>Selectman Lane has requested that the Board address the issue of Town Property use. It is his wish to compose a universal Town Property Usage Policy that will encompass all aspects of property use by the public. At a future meeting Commissioner Culgin will be asked to attend in order to give input, as she is the person who will enforce the policy. Those citizens, currently using town property, may be advised of the</p>

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	<p>possible change in their current usage situation. However, any such new policy will require approval at an Annual Town Meeting.</p>
Follow-up 33 Main Street	<p>Mr. Griffin appeared before the Board to report that, since the last meeting, he has managed to scrape and paint the lower level on the back and paint the front porch area, of the building at 33 Main Street. He reported that he will continue his efforts until weather prohibits. He intends to finish work on the higher portions of the building in the spring/summer of next year. He stated that the scaffolding that has been erected at the front of the building will be removed promptly from the site. The Chairman acknowledged that the building has improved. However, the consensus of the Board is that their order will not be lifted until all work has been completed.</p>
Executive Session	<p>In regard to 33 Main Street order, the Board will not pursue implementation of fines, at this time. Therefore, no executive session was held in that regard.</p>
TA Report	<p>Guardian Technologies update:</p> <ul style="list-style-type: none"><li>• Replaced server #4.</li><li>• In the process of replacing the hardware in server #3.</li><li>• Freed up 10% of the space on server</li></ul>
Public Session	<ul style="list-style-type: none"><li>• Purchased 5 new email address properties</li><li>• Installed anti-virus at Police station</li></ul>
Adjourn	<ul style="list-style-type: none"><li>• Will address Fire Station shortly</li><li>• Engaged HVAC and installed Firewall at Senior Center</li></ul> <p>The IT Committee will discuss long range plans at their next meeting. Chairman Kilcoyne and Treasure/Interim Administrator Anne Cervantes will discuss the IT budget to determine if a reserve fund transfer will be required. That issue will be discussed at a future meeting.</p> <p>Town Counsel, Koppelman and Paige gave a seminar regarding the impending changes to the Public Records Law which will take place as of January 1, 2017:</p> <ul style="list-style-type: none"><li>• Town must designate a Records Access Officer (it defaults to the Town Clerk) who will be the point of contact for anyone who wishes to access public records</li><li>• The RAO will co-ordinate the response</li><li>• Response must be made within 10 business days</li><li>• Full response to the request must be made within 25 days or sooner if possible</li><li>• An extension for response time may be requested from the Supervisor of Records (which may or not be granted)</li><li>• Dissatisfied requesters may appeal to the Supervisor of Records or appeal to Superior Court</li><li>• If the case goes to Superior Court and the Town is found at fault, the Town may be fined and the Town would be responsible for the requester's attorney fees, as well as punitive damages</li><li>• For responses requiring 2 hours or less, no fee may be assessed for "employee time"</li><li>• A prorated fee may be charged for lowest paid person capable of doing the work (capped at \$25.00) per hour</li></ul> <p>It is the understanding of those who attended the seminar that requests may be made verbally. However, it will be confirmed with the attorney.</p> <p>The Auditors will be in to begin work during the first week in January.</p> <p>Board/Committee updates will be integrated into future meetings.</p>

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The school lease is almost completed. The last element to be worked out is the compensation for towns that do not have sewer hook-ups. The school district is looking into putting aside money for the repair/replacement of those septic systems. An engineer will assess the septic systems, estimate the useful life of the systems, and estimate the replacement costs. The next meeting will be on December 7<sup>th</sup>. Chairman Kilcoyne will contact Principal McCall and Anne Cervantes will contact former Town Administrator, Mike Szlosek, to touch base on details that may have been discussed during his tenure.

Lighting for the Town of Sterling sign will be discussed with the Facilities Manager.

Keyless entry to the building will move forward. Robert Bloom will assist.

Sarah Culgin, the Building Commissioner, will be more directly involved in the 1835 Town Hall Committee's endeavors to make renovations and repairs to the building. The issue will be discussed further at a future meeting.

At 8:31 Selectman Lane moved to adjourn the meeting. Selectwoman Cranson 2<sup>nd</sup>. Selectwoman Cranson – Aye. Selectman Lane – Aye. Chairman Kilcoyne - Aye. Motion carried.

Materials: minutes, police report, KP Law Update, energy award email, one day alcohol application, road closure request