

TOWN OF STERLING  
BOARD OF SELECTMEN  
December 7, 2016

MEETING:	Chairman Kilcoyne called the meeting to order at 7:01 PM. Roll Call: Selectwoman Cranson - Present. Chairman Kilcoyne – present. Selectman Lane - present.
Minutes	Selectman Lane moved to accept the public meeting minutes for November 30, 2016, as written. Selectwoman Cranson 2 <sup>nd</sup> . Chairman Kilcoyne – Aye. Selectwoman Cranson – Aye. Selectman Lane – Aye. Motion Carried.
Police Report	<p><b><u>Personnel, Training and Equipment:</u></b></p> <ul style="list-style-type: none"><li>• Firearms training completed.</li><li>• Chief and Detective attended a training seminar on ALICE training. A response to active shooter training. Class was sponsored by MIAA which counts towards a reduction in Town insurance rates.</li><li>• New detective car was placed in service. Still waiting on marked supervisor's vehicle.</li><li>• Had professional cleaning company clean and disinfect the cells.</li><li>• Sgt Pomeroy attended informational meeting about NexGen 911. The station will be going on line in January. All dispatchers will receive training on the new system and its enhanced capabilities. (Lat. Long. Locating, Google maps, all cell phone calls to SPD dispatch rather than MSP.)</li></ul> <p><b><u>Community Interaction:</u></b></p> <ul style="list-style-type: none"><li>• Officers participated as community readers at the Houghton School.</li><li>• Detective Johnson made a presentation to the Women's Club.</li><li>• Officers conducted traffic control for the Veteran's Day Parade. (Incident in the middle of the parade).</li><li>• Officers monitored the polling locations during the election.</li></ul> <p><b><u>General Police Business :</u></b></p> <ul style="list-style-type: none"><li>• Arrests Six (6) arrests during the month. Two domestic assaults. One protective custody. Three warrants.</li><li>• Traffic Twenty-nine motor vehicle stops. Eleven citations.  Sixteen Motor vehicle crashes:  <b>Leominster Rd.</b> Leominster and Chocksett. Three crashes. Two were rear end collisions, one was a crossing the intersection (broadside). One at Leominster and Rte 190 south bound (Broadside). These crashes are at the site of the future roundabouts. Work on the roundabouts will begin in the spring.  One broadside crash occurred at Princeton and Redemption Rock.</li><li>• Forty-one incidents were reported.</li></ul> <p>Chief Chamberland met with DPW Supervisor, Bill Tuttle, regarding the placement of Municipal Parking signage to alleviate parking on Meetinghouse Hill Road. He also spoke to the owner of the auction regarding</p>

the problem and proposed solution.

IT Discussion

Brad Warren of Guardian Information Technologies addressed the Board. He had been asked for his recommendation for the Town of Sterling, concerning the daily operational support as well as projects that will assist in keeping the hardware current, the back-up safe and the service dependable. After discussion, the consensus of the Board was that the best option for service, regarding day-to-day operation was Guardian EYE Lite Monitoring. The projected annual cost of this support is \$58,500.00. The Board will check with the Fire and Police Departments to see if they have IT budgets that will help with the cost of including them in the service, immediately. If they do not have available funds, the Board may wish to hold off including them until after they can budget adequate funds. In the meanwhile, Mr. Warren feels confident that since the Police and Fire were not formerly included under the "Town's umbrella" they will be safe to continue to handle their own computers (for the most part), as they have been doing up until this point. This also holds true for the library. However, Mr. Warren strongly advocates for consolidation of service in the not too distant future. Town email service will change after the first of the Fiscal year.

The Board will attend a joint meeting with the Finance Committee to request a reserve fund transfer in order to move forward with IT projects that should not wait. This includes back-up installation and replacement of servers, as well as the funds to continue the current monitoring service. After the Board of Selectmen receives the approval of the Finance Board, they will be able to sign a contract with Guardian Information Technologies.

In the meanwhile, Selectwoman Cranson moved that the Board solidify their relationship with Guardian as the Town's IT vendor. Selectman Lane 2<sup>nd</sup>. Chairman Kilcoyne – Aye. Selectwoman Cranson – Aye. Selectman Lane – Aye. Motion Carried.

1835 Town Hall  
Roof Discussion

Robert Jones, Chair of the 1835 Town Hall Committee addressed the Board regarding the roof issue at the 1835 Town Hall. The committee wishes to remove the entire second floor ceiling to permit engineers free access to any visual problems that may exist in the roof support system. Commissioner Culgin will issue the building permit to the Town, provided that:

- One of the volunteers from the 1835 Town Hall Committee, who is currently licensed for construction, fills out a building permit application. (Mr. Ron Pichierri is willing to use his Construction Supervisor License to apply for the necessary building permit. Town Council will be contacted regarding a waiver of liability for Mr. Pichierri.)
- Roof maintenance must be implemented to remove the anticipated accumulation of snow. (Tom Rutherford, Facilities Manager, has contacted a company who is willing to provide the service and the Town has available funds for it in the current Facilities budget)
- The building must not be occupied during the renovations (Recreation will be moved to the basement of the Butterick Building during the renovations)

The Board is aware that the dollar amount that will be necessary to renovate the 1835 Town Hall will trigger the State mandates for ADA access for the building. The 1835 Town Hall Committee plans to request a variance in time, from the State, which would allow them to pursue grant funding, for the purpose of complying with ADA requirements.

Selectman Lane moved to authorize the 1835 Town Hall to represent the Town in seeking a variance from the Architectural Access Board. Selectwoman Cranson 2<sup>nd</sup>. Chairman Kilcoyne – Aye. Selectwoman Cranson – Aye. Selectman Lane – Aye. Motion Carried.

The Board cautioned the 1835 Town Hall Committee that the Annual Town Meeting article, requesting funding for this project, will not be an "easy sell" to the taxpayers. They are encouraged to work diligently toward a strong presentation. All costs for the project must be ready for inclusion of the Warrant by March 13<sup>th</sup>, 2017.

Selectmen's Meeting Minutes  
December 7, 2016

Subcommittee for basement space	After discussion, the Board decided that a sub-committee would not be necessary when deciding upon future usage of the Basement space area. The consensus of the Board is that Selectwoman Cranson will "spearhead" the effort to utilize the space efficiently per a "plan" that will be backed by a cost factor that may be submitted for approval by the taxpayers, at the Annual Town Meeting.
EDC Appointment	Mr. LaStella is no longer available to sit on the Economic Development Committee.
Town Property Use	After discussion, Selectwoman Cranson moved to send the letter, as drafted by Selectman Lane, to citizens who are currently using Town property. Chairman Kilcoyne -2 <sup>nd</sup> . Chairman Kilcoyne – Aye. Selectwoman Cranson – Aye. Selectman Lane – Aye. Motion Carried. The letter simply informs the people that the Board is considering the policy for Town Property usage. It MAY impact their future usage of Town Property. They are invited to participate in the process.
Website posting policy	After discussion, Selectwoman Cranson moved that the Town website be used for Town Business posting only. Selectman Lane 2 <sup>nd</sup> . Chairman Kilcoyne – Aye. Selectwoman Cranson – Aye. Selectman Lane – Aye. Motion Carried. Virtual Town Hall will be invited to the Town Hall to instruct staff on how to post to the Web pages.
TA Report	<p>Anne Cervantes presented the Board with the proposed School Lease agreement. She requests that they read it and decide if this is amendable to the Board. There has been some discussion regarding Capital purchases as opposed to operating expenses, within the school budget.</p> <p>The maintenance agreement is still in negotiations regarding the Septic System policy.</p> <p>Selectman Lane wants to take the opportunity to make sure that the school is aware that the Town Recreation programs should have priority usage of the buildings when needed.</p> <p>Selectman Lane distributed a draft for the Town of Sterling Banner Display Policy. He asked that the Board review it and that the Board consider this policy at a future meeting. He also requested that the Board have resolution on the sale of the Hardscrabble Road property by the end of December. (He commented that the sale of the property can significantly offset the IT costs for the next year.)</p> <p>Selectwoman Cranson requested that the Butterick sign be illuminated.</p> <p>Everyone was reminded that the Board will host a Holiday party at the Senior Center from 4-6 on Wednesday, Dec. 14.</p>
Public Session	No one spoke at Public Session.
Adjourn	<p>Selectwoman Cranson moved that the meeting adjourn at 9:30. Selectman Lane 2<sup>nd</sup>. Chairman Kilcoyne – Aye. Selectwoman Cranson – Aye. Selectman Lane – Aye. Motion Carried.</p> <p>Materials: minutes, police report, EDC Application, draft letter for property use, It power Point presentation and specifications and cost projections, draft Banner policy, draft school lease agreement, 1835 options, volunteer application,</p>

