

TOWN OF STERLING  
BOARD OF SELECTMEN  
September 10, 2014

MEETING:	Roll Call: Selectman Cutler - Present. Selectman Patacchiola – Present. Selectman Kilcoyne – Present. At 7:00 pm, Chairman Patacchiola called the meeting to order.
Minutes:	<b>VOTE:</b> Selectman Kilcoyne moved to accept the Board of Selectmen Minutes for August 27, 2014. Selectman Cutler 2nd. Selectman Cutler- Aye Selectman Kilcoyne - Aye Chairman Patacchiola – Aye. Motion Carried.
Neighbor to Neighbor Policy	<p>Benefactor, Kevin Beaupre addressed the Board. He is concerned that the operational procedures, regarding the fund management and growth of the Neighbor to Neighbor Program, have deviated from the original agreement. After discussion, Mr. Beaupre stated that he would like two things to happen with this fund;</p> <ol style="list-style-type: none"><li>1. The agreement should be amended to include 3 people who are charged with making the recommendations, to the Board of Selectmen, regarding disbursement of the Neighbor to Neighbor funds. He requested that the three representatives should be;<ul style="list-style-type: none"><li>• A member of the Select Board</li><li>• A member of the Finance Committee</li><li>• A member of the public. Mr. Beaupre suggested that Lisa Call continue to serve as the “member of the public” representative. (Lisa had previously served as the Finance Committee designee to the Neighbor to Neighbor Program. However, since her resignation from the Finance Committee, she has continued to volunteer her time and effort to facilitate the operation of the Neighbor to Neighbor Program. Currently Lisa is involved in the investigative process and personally contacts and interacts with the applicants.)</li></ul></li><li>2. \$5,000.00 of the Neighbor to Neighbor Fund should be invested. Mr. Beaupre stated that the original agreement stipulated that the Fund will maintain a minimum balance of \$1,000 at all times. In the event that the fund becomes eligible for interest bearing status of \$10,000 or more, the Neighbor to Neighbor Board, shall consult the Town Treasurer to invest 50% of the fund balance in an insured, interest generating account as to allow for growth. Upon reaching an investment conclusion, the aforementioned parties will present their findings to the Board of Selectmen for approval. Mr. Beaupre stated that the fund had, in fact, reached \$10,000 but the \$5,000.00 investment had not been made. At this time the fund has been drawn down to substantially less than the \$10,000.00. However, he requests that \$5,000.00 be frozen in the account and that it be invested, as intended through the original agreement.</li></ol> <p>Lisa Call requested that the Board consider provisions for emergency disbursement of funds and would like the Board to discuss whether or not the program should be allowed to give “hand OUTs” to those who are otherwise not qualified for this “hand UP” program, due to circumstances that preclude them from being able to get back on their feet by means of the limited funds that are available to applicants, through this program.</p> <p>The consensus of the Board is to request that the Finance Committee designate a representative to the Neighbor to Neighbor Fund and that a draft of the proposed amendments to the Neighbor to Neighbor policy be sent to the Finance Committee for feedback. The Finance Committee will be asked to meet with the Select Board regarding this program. The Select Board also agrees that it would be prudent to settle the administrative process, prior to addressing specific issues regarding disbursements.</p> <p>After discussion <b>VOTE:</b> Chairman Patacchiola moved to freeze \$5,000.00 of the Neighbor to Neighbor Fund with the intention of having the newly proposed 3 member Neighbor to Neighbor board, make the recommendation to the Board, regarding its investment. Selectman Cutler 2nd. Selectman Cutler- Aye Selectman Kilcoyne - Aye Chairman Patacchiola – Aye. Motion Carried.</p>

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Hazard  
Mitigation  
Presentation

Glean Eaton from the Montachusett Regional Planning Committee addressed the Board. He reported that the Town of Sterling's Hazard Mitigation Plan has expired, as of May 2014. Funding by the Disaster Mitigation n Act of 2000 (DMA 2000) assists Local governments in implementing effective hazard mitigation measures to ensure the continued functionality of critical services and facilities after a natural disaster. (flood related hazards, atmospheric and winter related hazards, geologic hazards or natural hazards such as fires, beaver dams, drought and extreme temperatures)

DMA 2000 provides:

- A source of pre-disaster hazard mitigation funding that will assist...local governments...in implementing effective hazard mitigation measures to ensure the continued functionality of critical services and facilities after a natural disaster.
- The legal basis for FEMA's mitigation plan requirements as a condition for mitigation grant assistance

Goals for Developing A Local Hazard Mitigation Plan:

- To reduce the potential impact of hazards on:
  - ✓ Local infrastructure
  - ✓ Local economy
  - ✓ Critical facilities local environment
  - ✓ Private property
  - ✓ Local historical and cultural treasures
- To qualify the community for additional Federal Funding under several hazard mitigation programs
- To reduce the Town's liability with respect to hazards in general

Adoption of Plan:

- Mr. Eaton submitted an updated hazard mitigation plan for approval by the Board and requested that the plan be distributed to Fire, Police and DPW to review and to offer input or feedback.
- The approved Draft plan will be submitted to the Federal Emergency Management Agency/Massachusetts Emergency Management Agency for review.
- The FEMA/MEMA will send a "conditional Letter of Approval" to the Board of Selectmen and the MRPC.
- The MRPC will provide a "Certificate of Adoption" to the Board for official adoption
- The Certification of Adoption will be returned to MRPC and incorporated into the Final Hazard Mitigation Plan Update.

Adopt Policies  
and Procedures

The Board reviewed the proposed changes to the Policies and Procedures that were recommended at the last meeting. **VOTE:** Selectman Kilcoyne moved that the wording in the first paragraph under "D. Agenda Procedures", be amended to read as follows: The responsibility for coordinating and planning the agenda is that of the Town Administrator. Each of the Board Members and the Town Administrator may recommend items for the agenda with the final agenda approved by the Chairman and Town Administrator, after review by all Board members. The Town Administrator, in consultation with the Chairman, shall schedule a realistic time period for each appointment, interview, conference or other scheduled item of business. Selectman Cutler 2<sup>nd</sup>. Selectman Kilcoyne – Aye Selectman Cutler – Aye. Chairman Patacchiola – Opposed. Motion Carried.

After consideration of grammatical and other proposed modifications, **VOTE:**Chairman Patacchiola moved that the Board approve the Operating Procedures of the Sterling Board of Selectmen as amended. Selectman Cutler 2<sup>nd</sup>. Selectman Cutler – Aye. Selectman Kilcoyne – Aye. Chairman Patacchiola – Aye. Motion carried.

Business and  
Correspondence

Judy Janda retirement

The Board presented a plaque to Judy Janda, Recreation Director in appreciation for her many years of

Town  
Administrator  
Update

service. She will officially retire on Monday September 15, 2014. Chairman Patacchiola commended Judy for:

- Implementing numerous new programs that are available throughout the year. Currently there are over 40 yearly programs and when Judy first started, there were only 3.
- Attending to ALL the programs to ensure that everything is running smoothly
- Being instrumental in starting SPARC so that funds could be raised to develop a playground on Muddy Pond Road
- Bringing back the band concerts by means of applying for grants through the Cultural Council
- Enlisting help from Eagle scouts on many projects so as to defray costs to tax payers
- Involving her entire family in the spirit of volunteerism which was often to assist Judy in her endeavors to provide quality recreational programs to all the residents of the Town of Sterling

Her "can do" attitude, work ethic and always pleasant demeanor will be sorely missed.

*Rick Maypothor Memorial Race*

After discussion, **VOTE:** Selectman Cutler moved to approve the 5<sup>th</sup> annual Rick Maypothor 5K road race/family fun walk that will take place on October 4, 2014 at the Memorial Park on Princeton Road. Selectman Kilcoyne 2nd. Selectman Cutler- Aye Selectman Kilcoyne - Aye Chairman Patacchiola – Aye. Motion Carried.

*Common Victualer*

After discussion: VOTE: Selectman Cutler moved to approve the Common Victualer license for Stix and Pux, a food truck, to be located on Chocksett Road, contingent upon them getting approval from the Board of Health. Selectman Kilcoyne 2<sup>nd</sup>. Selectman Cutler- Aye Selectman Kilcoyne - Aye Chairman Patacchiola – Aye. Motion Carried.

*Longhorn Beetle*

The survey is complete and there is no indication of Longhorn beetle activity within Sterling.

*Thief in Custody*

Chief Chamberland will present letters of commendation to Dispatcher Debra MacArthur, Detective Johnson and Sergeant Pomeroy for their professionalism, excellent communication skills and quick response, which lead to the capture of a thief in the act, during a house break. The suspect is possibly responsible for a rash of break-ins in the area.

*Senior Center*

The Request for Qualifications for the Senior Center Architectural firms is currently available on the web-site.

*Letter to Planning Board*

A letter has been sent to the Planning Board on behalf of the Board of Selectmen. They have been invited to a joint meeting on Sept. 24, 2014, with the Selectmen, in order to discuss the Signage By-law.

*Chief Hurlbut Regional Coordinator*

Chief David Hurlbut has been named the Region 3 Coordinator for the State Fire Mobilization Plan for Emergency Response. As such, Chief Hurlbut is involved in the State Marshalls Planning process of the coordination of equipment, resources and manpower in response to an emergency in Region 3.

*Auditor*

The town Administrator has begun making calls to qualified Auditors/ Firms. His goal is to receive at least 3 quotes for service. If the Town Administrator is unable to solicit at least 3 quotes, the position will be advertised.

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*Public Session*

Carol Grinkis, 84 Rugg Road, expressed her displeasure and voiced her concerns regarding the Food Truck, which has been operating on Friday afternoon at the corner of Bridge St. and Rte 62. It was explained that the food truck owner has secured a common victualer's license and permission to use that corner of public land on Friday afternoons. It was also explained that there are no specific regulations regarding Food Trucks in the Town of Sterling. Ms Grinkis also complained about the signage that advertises this food truck. She was reminded that the Board has requested the assistance of the Planning Board regarding the signage policy in town.

*Adjourn*

**VOTE:** At 8:53 pm, Selectman Cutler moved that the meeting be adjourned. Selectman Kilcoyne 2<sup>nd</sup>. Selectman Cutler – Aye. Selectman Kilcoyne – Aye. Chairman Patacchiola – Aye. Motion carried

*materials list: 2014 8 27 minutes, Neighbor to Neighbor qualifying criteria, MRPC Hazard Mitigation Presentation, Operating Policy and Procedures, Maypother race event application, Stix and Pux Common Victualer application.*