

TOWN OF STERLING
BOARD OF SELECTMEN
November 3, 2014

MEETING:

Roll Call: Chairman Patacchiola – Present. Selectman Kilcoyne – Present. Selectman Cutler - Absent. At 1:05 pm, Chairman Patacchiola called the meeting to order.

At 1:10 pm, Chairman Patacchiola declared that the Board would be convening into executive session for the purpose of discussion regarding the IAFF Local union 5001 under Chapter 30A Section 21(a)(3) – to discuss strategy with regard to the Contract Negotiations with the Fire Department. A discussion in Open Session with regard to same may have a detrimental effect on the Town's bargaining position.

VOTE: Chairman Patacchiola moved that the Board convene in executive session, for the purpose of the aforementioned and to return to public session following the Executive session. Selectman Kilcoyne 2nd the motion. Roll Call **VOTE:** Chairman Patacchiola – Aye. Selectman Kilcoyne – Aye. Motion Carried.

The Board reconvened in Public session at 1:37 pm.

Department
Head reviews

Department Heads were asked to make the Board aware of any needs that they might have that would have previously been handled by the Town Administrator.

Fred Aponte (Accountant)

The Town Administrator was the Liaison to the BOS regarding the purchase of the new accounting software. The Board asked Treasurer, Ann Cervante to attend the meetings regarding the new software and to report back to the Board.

Dawn Michanowicz (Town Clerk)

The Town Administrator has assisted with the set up for Town Meetings. Since there is a Town Meeting on November 12, 2014, the Clerk has offered to make certain the set-up is complete. She reminded the public that the warrant for that meeting is posted on-line and available at the Clerk's office as well as other public buildings throughout the town. Ms Michanowicz will meet with Town Counsel, the Moderator and Bob Brown, Finance Committee Board Chair, to finalize the motions for the Town Meeting.

Ann Cervantes (Treasurer)

Ms. Cervantes will meet with the Finance Committee concerning the money required to purchase the new software for the Treasurer/Town Accountant and report back to the Select Board. She will also discuss the budget schedule with the Finance Committee. One of the Select Board members will sign the payroll time sheets for employees.

Gary Chamberland (Police Chief)

Chief Chamberland is concerned about the forms and the process for submitting budgetary requests. He also made the Board aware that the Police contract and the Sterling Executive Assistant's contract expire in June of 2015. Selectman Kilcoyne will be available to assist with budget/capital concerns.

David Hurlbut (Fire Chief)

Chief Hurlbut is also concerned about the budget process. He reported that the Town Administrator had been actively involved in the contract negotiations for the Firefighters. His other immediate concerns were that the roof on the fire station needs repair and that the bid on the new fire truck needs to be signed. The roof issue will be addressed by Tom Rutherford who will report back to the Board and the board will consider the fire truck bid at their next meeting.

Karen Pare' (IT)

The Town Administrator has been actively involved in the release of a new web-site. Also, Ms. Pare' will need a liaison in order to move forward with the implementation of a new phone system.

Karen Phillips (COA and Senior Center Director)

Ms Phillips requests that someone be authorized to sign for the State Grant that she has prepared.

VOTE: Chairman Patacchiola moved to give signatory authorization for signing the grant application to the Chairman or Vice Chairman. Selectman Kilcoyne 2nd. Chairman Patacchiola – Aye. Selectman Kilcoyne –Aye. Motion Carried.

Donald Jacobs (Human Resources)

Mr. Jacobs reported that the Insurance Advisory Committee is currently considering options and the Town Administrator was involved in that process. The Select Board asked that the Treasurer keep the Board apprised of the issues being discussed in these meetings. After discussion: VOTE Chairman Patacchiola moved to take on the responsibility of being the point person for personnel issues including signing off on payroll requisitions until such time that an Acting or Interim Town Administrator can be appointed. Selectman Kilcoyne 2nd. Chairman Patacchiola – Aye. Selectman Kilcoyne –Aye. Motion Carried.

Barbara Roberti (Chair Conservation Commission)

Ms Roberti reported that the Conservation Committee is in the process of submitting a grant proposal that requires a signature. She also reported the Conservation Commission requires a point person in regard to the reimbursement of funds for the purchase of property on Hardscrabble Road. VOTE: Chairman Patacchiola moved to authorize Selectman Kilcoyne to be the signatory for the Conservation Commission's grant proposal and to sign off on reimbursements and any other action relative to the Hardscrabble Road real property transaction. Selectman Kilcoyne 2nd. Chairman Patacchiola – Aye. Selectman Kilcoyne –Aye. Motion Carried.

Tom Rutherford (Building Facilities Manager)

Mr. Rutherford reported that a decision has to be made forthwith, regarding the Town's insurance on underground storage tanks. Currently the Town is self-insured for storage tank mishaps but they do have the option of purchasing insurance through MIIA. The consensus of the Board was that Mr. Rutherford will present the options at a future BOS meeting. Mr. Rutherford also advised the Board that he may need some future direction with a proposed Town Meeting article to fund roof repairs on the 1835 Town Hall.

Legal Counsel
Access

After discussion, the board requested that Executive Assistant, Kama Jayne field all requests for permission from Department heads to access legal counsel, until such time that an Acting or Interim Administrator can be appointed.

Accounting Cover
sheet

After discussion: VOTE: Chairman Patacchiola moved that the cover sheet for the bills, to be submitted to the accountant, by the Selectmen's office, will be signed by Chairman Patacchiola or in his absence by Kama Jayne, Executive Assistant, with his permission, until such time that an Acting or Interim Administrator can be appointed. Selectman Kilcoyne 2nd. Chairman Patacchiola – Aye. Selectman Kilcoyne –Aye. Motion Carried.

Blanket vote

BLANKET VOTE:

In order to protect the Town's interest and ensure stability - VOTE: Selectman Kilcoyne moved that

Selectmen's Meeting Minutes

November 3, 2014

	<p>Chairman Patacchiola be authorized to take any action that a Town Administrator would have taken until such time as an Interim Town Administrator can be appointed. Chairman Patacchiola 2nd. Chairman Patacchiola – Aye. Selectman Kilcoyne –Aye. Motion Carried.</p>
Emergency Contingency	<p>The Board discussed the development of an emergency contingency plan that would be used to update the current, adopted policy and procedures of the Board. Chief Hurlbut responded that such a plan exists as part of the Emergency Management plan of 2003. He will forward that “Continuity of Government” draft for the Board to consider for a future meeting.</p>
Acting Town Administrator	<p>After discussion: VOTE: Chairman Patacchiola moved that Selectman Kilcoyne meet with the Princeton Board of Selectmen to officially welcome John Lebeaux as Sterling’s Acting Town Administrator. His services will be rendered until an interim Administrator can be appointed or until December 1, 2014. Selectmen Kilcoyne 2nd. Chairman Patacchiola – Aye. Selectman Kilcoyne – Aye. Motion carried.</p>
Search Committee	<p>After discussion. VOTE: Chairman Patacchiola moved that the following members be appointed to the Permanent and Interim Town Administrator Search Committee: John Potter, Loret Schur, Michael Pineo, Donlin Murray, Michael Padula, Michael Olson. Selectman Kilcoyne 2nd. Chairman Patacchiola – Aye. Selectman Kilcoyne – Aye. Motion carried. The Committee will take immediate action to vet resumes from interested parties, to fill the Interim position. The Select Board will review the committee’s recommendations, as soon as the next meeting, if possible. The Search Committee will immediately advertise for a permanent Town Administrator in order to expedite the process.</p>
Memorial	<p>After discussion: VOTE: Chairman Patacchiola moved that the statement (written by Lucinda Oates of the Planning Board – see attached) and a picture taken of Jeff Ritter, as he was being sworn into office, be adopted for official release to media and for posting on the Town website. Selectmen Kilcoyne 2nd. Chairman Patacchiola – Aye. Selectman Kilcoyne – Aye. Motion carried.</p> <p>Cousins of the Late Town Administrator have requested that they have a tree planted in Jeff’s memory. The Executive Assistant will check with the Ritter family to see if they wish this to take place. She will also check with the DPW regarding any regulations in regard to this process.</p>
Adjourn	<p>VOTE: Chairman Patacchiola moved that the meeting be adjourned at 3:17 pm. Selectman Kilcoyne 2nd. Chairman Patacchiola – Aye. Selectman Kilcoyne – Aye. Motion carried.</p>

Town of Sterling

1 Park Street

Sterling, MA. 01564

A Tribute to Jeff Ritter

Date Posted: November 5, 2014

The Town of Sterling was saddened by the unexpected death of Town Administrator, Jeff Ritter, on October 27, 2014.

Jeff began working for the Town of Sterling on January 21, 2014, and was a welcome addition to the Town Offices. He was a pleasure to work with and had an outstanding knowledge of municipal government. The position of Town Administrator was more than a job to Jeff; it was an extension of his commitment to public service. He had the ability to promote an atmosphere of good will; he will be sorely missed by us all.

Brian Patacchiola

Chairman, Town of Sterling

Selectmen's Meeting Minutes
November 3, 2014