

TOWN OF STERLING  
BOARD OF SELECTMEN  
June 28, 2017

<b>MEETING:</b>	<p>Chairman Cranson called the Board of Selectmen meeting to order at 6:31 pm. Roll Call: Selectman Lane - present. Chairman Cranson - Present. Selectman Kilcoyne was absent.</p> <p>The following Eagle Scouts led the pledge of allegiance;</p> <ul style="list-style-type: none"><li>• Michael Kush</li><li>• Adam Mammone</li><li>• Callum Glasier</li><li>• William Roseberry</li><li>• Colin Smith</li></ul> <p>Each spoke about his experience as a scout and about the positive impact that it has had in their lives. In order to achieve the status of Eagle Scout, each had to serve the community.</p> <ul style="list-style-type: none"><li>• Michael Kush – built raised flower beds at the new senior center</li><li>• Adam Mammone – coordinated with the Sterling Land Trust to build 25 bird houses</li><li>• Callum Glasier - coordinated with the Sterling Land Trust to build a kiosk on Heywood Road</li><li>• William Roseberry – repainted the fire hydrants on Chocksett Road</li><li>• Colin Smith – Landscaped the area in front of the Sterling Library</li><li>• James Lane ( joined his fellow Eagle Scouts at approximately 7:45) - re-bricked the patio at Hillside cemetery, landscaped and installed benches</li></ul> <p>The Board congratulated the young men on their achievements and their community service. Each was presented with a certificate of appreciation.</p>
<b>Minutes</b>	<p>Selectman Lane moved to approve the minutes of June 14, 2017, as written. Chairman Cranson – 2nd. Chairman Cranson – Aye. Selectman Lane – Aye. Motion carried.</p>
<b>MART Appointment</b>	<p>Tabled until a future meeting.</p>
<b>COA Appointment</b>	<p>After discussion, Selectman Lane moved to approve the appointment of Nancy Castagna to the Council on Aging Board. Chairman Cranson 2<sup>nd</sup>. Chairman Cranson – Aye. Selectman Lane – Aye. Motion carried.</p>
<b>Agricultural Commission Appointment</b>	<p>Robert Nickerson, Chairman of the Agricultural Commission addressed the Board on Hannah Miller's behalf. After discussion, Selectman Lane moved to approve the appointment of Hannah Miller to the Agricultural Commission. Chairman Cranson 2<sup>nd</sup>. Chairman Cranson – Aye. Selectman Lane – Aye. Motion carried.</p>
<b>1835 Town Hall Appointment</b>	<p>This appointment will be addressed at a future meeting because Ms McCarthy was unable to attend.</p>
<b>One day Alcohol Licenses</b>	<p><u>Eight Point Sportsmen's Club</u> After discussion, Selectman Lane moved to approve the one day alcohol requests for the Eight Point Sportsmen's Club for July 8<sup>th</sup> from 1:00 – 8:00 pm for a wedding reception, July 15<sup>th</sup> from Noon – 8:00 pm for a class reunion and August 19<sup>th</sup> from Noon – 8:00 pm for the Club's Lobster fest. Chairman Cranson 2<sup>nd</sup>. Chairman Cranson – Aye. Selectman Lane – Aye. Motion carried.</p>

228 Leominster Road Club

Mr. Don DeAmicis from 2 North Row Road attended to complain about excessive noise at the club on certain occasions. He requested that the Select Board impose the following restrictions:

- No music allowed outside
- No alcohol to be served or consumed outside
- Management recognition of the problem and commitment to rectify problems

Pat Fisher and Sharon Olson, managers of the facility, addressed the Board. They explained that their goal is to mitigate the noise issues. After further discussion, Selectman Lane moved to approve the one day requests for Myjorie Philippe on August 11<sup>th</sup> from 4:00 – 10:00 pm for a bridal shower, Joseph Masone on August 19<sup>th</sup> from 10:00 am – 3:00 pm for a bridal shower, Meagan Shea on August 20<sup>th</sup> from 10:00 am – 3:00 pm for a bridal shower and Kimberly Griswold and Todd Purcell on August 26<sup>th</sup> from 3:00 – 9:00 pm for a reception. Chairman Cranson 2<sup>nd</sup>. Chairman Cranson – Aye. Selectman Lane – Aye. Motion carried.

The Board reminded Ms Olson and Ms Fisher that it is their obligation to manage people on their property at all times and if that obligation is not met, the Board will be forced to impose stipulations on the licenses.

Davis Mega Maze

After discussion, Selectmen Lane invoked the rule of necessity (his son works at Davis Mega Maze) and moved to approve the one day requests for Davis Mega Maze for the following dates: September 22, September 23, September 24, September 29, September 30, October 1, October 6, October 7, October 8, October 9, October 13, October 14, October 15, October 20, October 21, October 22, October 27, October 28, October 29. The hours are from 11:30 am – 9:00 pm and the beer is to be served with food. Chairman Cranson 2<sup>nd</sup>. Chairman Cranson – Aye. Selectman Lane – Aye. Motion carried.

The Board requested that copies of the one day licenses be sent to the Police and Fire Chiefs and that the license include the name of a Manager On Premises along with contact information.

This issue will be addressed at a later meeting. The Committee will discuss whether they wish to disband or use the MRPC resources as a framework for establishing a sign bylaw for the next Annual Town Meeting.

Sign Bylaw  
Committee

Reappointments

After discussion, Selectman Lane moved to reappoint all of the candidates on the attached list. Re-appointments for the Fence Viewer, the Sign Bylaw Committee and Town Counsel were "held". Chairman Cranson 2<sup>nd</sup>. Chairman Cranson – Aye. Selectman Lane – Aye. Motion carried.

Master Plan  
Committee

The Community Compact has been approved for the Town of Sterling. Twenty five thousand dollars in grant funding will be used toward technical assistance to establish a new Master Plan for the Town. The previous Master Plan was completed in the 1960s. After further discussion, Selectman Lane moved to authorize the Town Administrator to sign the Community Compact agreement with the State relative to the Master Plan and the \$25,000.00 grant. Chairman Cranson 2<sup>nd</sup>. Chairman Cranson – Aye. Selectman Lane – Aye. Motion carried.

The Town Administrator will meet with the Planning Board to determine the best course of action in working toward a Master Plan. In the near future the Board will select a Master Plan Committee.

Sterling First  
Policy

The Board reiterated their policy of giving employee and contractors from Sterling first consideration when hiring. The Board wants the Department heads to fully understand the intent of the Board in this regard. Selectman Lane stated that the reasons for a decision to hire new employees or contractors from outside of the Town of Sterling should be specific, credible and articulate.

Pratt's Junction

The Zoning Enforcement Officer, Sarah Culgin, has been involved with the issue of unlawful use of the Pratt's Junction property belonging to Brian Favreau. The issue was brought to court. The ultimate determination,

made by the magistrate, was that the scrap must be removed by July 3 and the trailers must be removed by July 10. Ms Culgin will attend court on July 13<sup>th</sup> and if the scrap and trailers have not been removed, fines will commence. The consensus of the Board was that Town Council should be made available if needed by the Zoning Officer.

Primrose Lane

The Planning Board is taking action on this issue.

TA Report

**Community Compact update**

MRPC joined Jim Patacchiola from the EDC and the TA to discuss initial steps on the Master Plan that is included under the Community Compact agreement. They will draft a proposal for scope of services for the Board to review.

The State has asked the TA to send a summary of Sterling's EDC plans so they can report the grant in FY 17. MRPC has agreed to meet with the Sign Bylaw committee and present an example of a sign bylaw used in other communities similar to Sterling.

**Schools:**

Per the lease agreement, the Schools are conducting a joint town/school inspection of the Chocksett and Houghton schools on Thursday July 27 at 9:00. Sterling's Building Commissioner and Facilities Manager will attend.

The School administration is looking for the signed lease agreement. The TA will review the latest changes and hope to have it ready for the Selectmen to review and sign.

The schools are looking to start the WIFI installation project with the funds voted at the last Town Meeting. The TA has asked them to obtain additional quotes, per the lease agreement. In the meantime, the Town's IT service company, Guardian and the IT committee have been asked to review the school's first proposal.

**Staff:**

Jeanne Survell, Assistant Town Clerk announced that she is taking the Town Clerk position in Pepperell. Her last day is July 7<sup>th</sup>. She will be greatly missed. The Town Clerk and The TA are starting the process to find a replacement.

The Town Hall will be open Monday July 3<sup>rd</sup> and most offices will be staffed per a normal Monday schedule.

**Insurance:**

The Fire and Police Chiefs, and Interim Treasurer Collector and TA met with the Town's insurance carrier Cook Company, regarding the Injured on Duty Insurance. This is essentially workers comp insurance for police, firefighters, and EMTs. The contract price of \$29,939 for FY18 will remain the same as the previous couple of years. After in inquiry from the Chiefs, Cook Company agreed to offer up to \$20,000 for PTSD coverage at no extra cost. This could be an important benefit that hopefully won't be needed.

**Board Goals for FY 18**

The Board might consider finalizing these goals at that next meeting and then asking the other Boards & Committees to complete and share their goals.

**Software:**

The TA reviewed a proposal from ClearGov for a software presentation tool that easily compares a wide range of municipal financial statistics with other communities, as well as State averages. It may be a helpful tool in tracking Sterling's financial performance and comparing expenses by function or department with other towns similar to Sterling. It can be used by an unlimited number of Town Hall staff and used to easily post financial information on the Towns web page for public information. The vendor has agreed to a prorated refund if the Town is not satisfied. The TA is looking for support from the Board to purchase this software for one year at a cost of \$5500.

**Facilities:**

The Sherriff's Dept. provided a crew that painted the front side of the first floor windows and doors of the Butterick building. This side looks much better. They will return in the fall to finish the back side of first floor

Selectmen's Meeting Minutes  
June 28, 2017

of the building. The cost for this work was only for paint. Thanks to Tom Rutherford, Facilities Manager for making these arrangements. He has selected a local painter, Pete Watson to paint the upper level since this part will require a lift.

A power outage June 24th uncovered a problem with the Butterick Building generator and a subsequent failure of the email server UPS. Both were up and running by 8:00 AM Monday morning. With the Light Dept.'s assistance, a power off test has been scheduled for 6:30 AM on Wednesday July 5<sup>th</sup>.

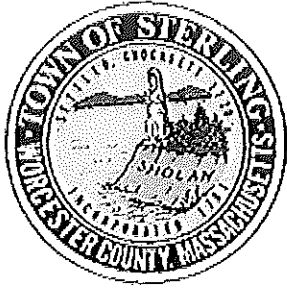
No one spoke at Public session

Public Session

At 8:48 Selectman Lane moved to adjourn. Chairman Cranson 2<sup>nd</sup>. Chairman Cranson – Aye. Selectman Lane – Aye. Motion carried.

Adjourn

Materials: minutes, Volunteer applications, one day alcohol requests, reappointment list, Pratts junction information



# Town of Sterling

1 Park Street

Sterling, MA 01564

Phone: (978) 422-8111 ext.2316

## Sterling Board of Selectmen Expiration Report

Expiration: 6/30/2017

1835 Town Hall Committee

3 yrs

Expiration: - 6/30/20

Carl Corrinne

Member

40B Review Committee

1 yr

Expiration: - 6/30/18

Clare B. Fisher

MEMBER

Donald Harding

MEMBER

Barbara Roberti

Alternate

ADA Advisory Committee

1 yr

Expiration: - 6/30/18

Clare B. Fisher

MEMBER

Donald Harding

MEMBER

Ronald Pichierri

MEMBER

Kenneth Stidsen, Jr.

MEMBER

ADA Coordinator

1 yr

Expiration: - 6/30/18

Matthew S Marro

Chair

Agricultural Commission

3 yrs

Expiration: - 6/30/20

David Grinkis

MEMBER

Robert Nickerson, Jr

Chair

Michael E. Pineo

Member

## Sterling Board of Selectmen Expiration Report

Expiration: 6/30/2017

<b>Animal Control Advisory Board</b>		1 yr	Expiration: - 6/30/2018
Ann Marie Catalano	MEMBER		
Karen Kase	Chair		
Cynthia Miller	MEMBER		
Theresa E. Sadler	Vice-Chair		
Frances Simonds	Secretary		
VACANCY	Member		
<b>Animal Control Officer</b>		1 yr	Expiration: - 6/30/18
Steven Jones	Alternate		
Louis Massa	Employee		
<b>Assistant Town Collector</b>		3 yrs	Expiration: - 6/30/20
Theresa Murray	Employee		
<b>BUILDING INSPECTOR/COMMISSIONER</b>		1 yr	Expiration: - 6/30/20
Richard Breagy	Alternate		
<b>Capital Budget Committee</b>		3 yrs	Expiration: - 6/30/20
Mary Cliett	Vice-Chair		
Gerald Kokernak	Chair		
Joseph Sova	Member		
<b>Conservation Agent</b>			Expiration: 6/30/20
Matthew S Marro	Employee		
<b>Conservation Commission</b>		3 yrs	Expiration: - 6/30/20
Steven Pavlowich	MEMBER		
	Associate Member (non votin		
Sue Valentine	MEMBER		
<b>CONTRACTED SERVICES</b>			Expiration: 6/30/18
Edward Bonnell			

**Sterling Board of Selectmen Expiration Report**

**Expiration: 6/30/2017**

**Council on Aging**

**3 yrs**

Expiration: - 6/30/20

Elizabeth Pape

Member

**Economic Development Committee**

**3 yrs**

Expiration: - 6/30/20

Michael E. Pineo

MEMBER

**Electrical Wiring Inspector**

**1 yr**

Expiration: - 6/30/18

J. Bruce Dunn

(John) Gary Harrington

Alternate

**EMPLOYEES - Recreation**

**3 yr**

Expiration:

Kristen Dietel

Employee

**Extension Services**

**1 yr**

Expiration: - 6/30/18

Clare B. Fisher

CHAIR

**Fence Viewer**

**1 yr**

Expiration: - 6/30/18

R. Gary Griffin

*Hold*

Acting

**Sterling Board of Selectmen Expiration Report**

**Expiration: 6/30/2017**

**Finance Committee**

**3 yrs**

Expiration: - 6/30/20

Cynthia Secord

MEMBER

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**Hearing Officer**

**1 yr**

Expiration: - 6/30/18

Ross Perry

Member

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**Historical Commission**

**3 yrs**

Expiration: - 6/30/20

James French

MEMBER

Vern Gaw

CHAIR

Robert M Jones

Member

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**Insurance Advisory Committee**

**1 yrs**

Expiration: - 6/30/20

Michelle Braconnier

Member

James Emerton

Member

David Favreau

Member

Brian J. Foley

Member

Scott Johnson

MEMBER

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**Open Space Implementation Committee**

**3 yr**

Expiration: - 6/30/20

Jeffrey Keay

Member

Peder Pedersen

Chair

Sue Valentine

Liaison

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**Sterling Board of Selectmen Expiration Report**

**Expiration: 6/30/2017**

<b>Police Cell Monitor</b>	<b>1 yr</b>	Expiration: - 6/30/18
Michelle Johndrow		
Danielle Mallette		
Emma Massa		
Brian M Ryder		
Kim Thebeau	Employee	
<b>Procurement Officer</b>	<b>1 yr</b>	Expiration: - 6/30/18
Ross Perry	Member	
<b>Public Weighers</b>	<b>3 yrs</b>	Expiration: - 6/30/20
Heidi Lindgren		
<b>Recreation Committee</b>	<b>5 yrs</b>	Expiration: - 6/30/22
Bonnie Pulda	Member	
<b>Regional Emergency Planning Committee</b>	<b>1 yr</b>	Expiration: - 6/30/18
Gary Chamberland	Member	
James Emerton	Member	
David Favreau	Member	
Donald Hamilton	Member	
David C. Hurlbut, Jr.	Member	
Peter MacDonald	Alternate	
Mark (Dr.) Restuccia	Member	
<b>Right-to-Know Coordinator</b>	<b>1 Year</b>	Expiration: - 6/30/18
David C. Hurlbut, Jr.		
<b>Sexual Harrassment Officer</b>	<b>1 yr</b>	Expiration: - 6/30/18
Gary Chamberland		
Ross Perry		

**Sterling Board of Selectmen Expiration Report**

**Expiration: 6/30/2017**

<b>Sterling Lancaster Cable Board</b>		<b>3 years</b>	Expiration: 6/30/2022
Gregory Billings	Member		
Robert Bloom	Member		
Jay Brunetta	Member		
Richard H. Maki	Member		
<b>Town Counsel</b>		<b>3 yrs</b>	Expiration: -6/30/2020
Town Counsel Kopelman & Paige	Hold		
<b>Town Forest Committee</b>		<b>3 yrs</b>	Expiration: -6/30/2022
James French	MEMBER		
Michael E. Pineo	MEMBER		
<b>Tree Warden</b>		<b>1 yr</b>	Expiration: -6/30/2018
William Tuttle	Acting		
<b>Veteran's Agent</b>		<b>1 yr</b>	Expiration: -6/30/2018
Richard (Rick) Voutour	Employee		

**Sterling Board of Selectmen Expiration Report**

**Expiration: 6/30/2017**

**Veteran's Grave Officer**

1 yr

Expiration: -6/30/2018

Robert Temple

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**Wachusett Fund Committee**

1 yr

Expiration: -6/30/2018

Gary Chamberland

MEMBER

David C. Hurlbut, Jr.

MEMBER

Peter MacDonald

MEMBER

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**Zoning Board of Appeals**

3 yrs

Expiration: -6/30/2020

Matthew CampoBasso

MEMBER

Patrick Fox

MEMBER

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