

TOWN OF STERLING  
BOARD OF SELECTMEN  
July 2, 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:	<p><b>VOTE:</b> Selectman Kilcoyne moved to accept the Board of Selectmen Minutes for June 18, 2014. Selectman Cutler 2<sup>nd</sup>. Selectman Cutler – Aye. Selectman Kilcoyne – Aye. Motion carried.</p> <p>Selectman Kilcoyne stated that he had requested that the Board discuss the possibility of allowing the Town Administrator to be more actively involved in setting the agenda as well as other procedures involving the agenda. He requested that this topic be included in the next meeting.</p>
Citizen's Comment Policy	<p>Ms. Mapp asked that procedures, regarding the Citizens Comment Policy, be implemented so that citizens would know what is expected of both residents and The Select Board. ie; to how/when residents should publicly present their issues/concerns/comments and when/how those residents would receive answers from the Board. The Town Administrator assured the Board that the Open Meeting Law simply prohibits the Board from deliberating and making decisions. Therefore, should a citizen ask a question or request information, for which there is an answer or information, it may be delivered without concern of violating Open Meeting Law. If the citizen's question or request for information can not be immediately delivered, the Town Administrator may be asked to research the issue and to report back to the citizen and/or the public, at a subsequent meeting. After comments and discussion: it was decided to amend the policy as follows;</p> <p style="text-align: center;"><b><u>Public Session</u></b></p> <p>At the end of each regularly scheduled Board of Selectmen's meeting there shall be included a provision where citizens may comment for up to one hour. The Chairman will have discretion to shorten or lengthen the duration of the public session at each meeting.</p> <p>Each speaker may address questions to any member of the Board or the Town Administrator. It is the duty of the Board and of the Town Administrator to seasonably respond to all relative inquiries.</p> <p>In using the Commonwealth of Massachusetts Open Meeting Law as a foundation for transparency and accountability in government, no deliberation on an issue raised may take place and no action may be taken by the Board of Selectmen other than to place the matter on a future agenda. <b>Vote:</b> Selectman Cutler moved that the Board adopt the amended policy to replace the current Citizen's Comment Policy. Selectman Kilcoyne 2nd. Selectman Cutler – Aye. Selectman Kilcoyne – Aye. Chairman Patacchiola – Aye. Motion carried.</p>
Senior Center Building Committees	<p>After discussion, <b>Vote:</b> Selectman Cutler moved to disband the Senior Center Design and Building Committee. Selectman Kilcoyne 2nd. Selectman Cutler – Aye. Selectman Kilcoyne – Aye. Chairman Patacchiola – Aye. Motion passed. The Board thanked all of the members and associate members for their hard work and dedication.</p> <p>After discussion, <b>Vote:</b> Selectman Cutler moved to create a Senior Center Building Committee and to appoint the following people as voting members of that committee:</p> <ul style="list-style-type: none"><li>• Maureen Cranson</li><li>• Ron Cote</li><li>• Kevin Beaupre</li><li>• Robert Bloom</li><li>• Richard Maki</li><li>• Weymouth Whitney</li><li>• Mike Padula</li></ul>

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	<p>Selectman Kilcoyne 2nd. Selectman Cutler – Aye. Selectman Kilcoyne – Aye. Chairman Patacchiola – Aye. Motion carried. The Senior Center Building Committee will be given a charge at the next meeting.</p>
Wachusett Regional School Committee Appointment	<p>The board interviewed Susan Hitchcock of 6 Squareshire Road, for the position of School Committee member. Ms. Hitchcock reported that she is retiring from her position as Superintendent of the Millbury School. After questions and discussion, <b>Vote:</b> Selectman Cutler moved that the Board appoint Susan Hitchcock to the position of School Committee member. Selectman Kilcoyne 2nd. Selectman Cutler – Aye. Selectman Kilcoyne – Aye. Chairman Patacchiola – Aye. Motion passed. Since this is an appointment created by a “failure to elect” at the Town Meeting in 2014 , the appointment will stand until the Town Election in May 2015.</p>
Sterling Fair Support	<p>Douglas Downey, Chairman of the Fair committee and Terri Heinhold, Vice-Chairman of the Fair Committee addressed the Board. They reported that the Fair Committee has met with the DPW Board. They discussed mutual needs and it was decided that the Fair will continue to receive substantial services/support from the DPW, for this coming year. They reportedly have also established a back-up plan for assistance, in case of emergency. Mr. Downey also reported that they have met with the Fire Department to discuss expectations, including communication, codes and procedures. The Fair Committee is taking a pro-active approach and is confident that the Fair will run smoothly. They are always looking for Volunteers. Mr. Downey thanked all those who help make the Sterling Fair a reality each year, especially the Fair members and Associate members, the DPW, the Police Department, the Fire department and the employees at Town Hall. Mr. Heinhold reminded the Board that the Fair Committee is still working on the establishment of a permanent home for the Fair. Reportedly there are two pieces of land being considered by the Fair Committee. The Fair Committee is considering the purchase of a portion of the Sterling Airport or a piece of land off Pratts Junction. They will submit a warrant article for the Annual Town Meeting when they have concrete numbers to present to the voters. Mr. Heinhold reiterated that the Fair can not continue to sustain itself without a permanent “home”.</p>
Reappoint ZBA Admin. Assist.	<p>Selectman Patacchiola read a letter from the Zoning Board regarding the Boards desire to retain the services of Ann Kokernak as Administrative Assistant to that Board. Chairman Bird’s letter stated that Mrs. Kokernak’s performance has been outstanding and that the Zoning Board has received favorable comments from citizens, regarding her assistance. The Selectman had no further questions. <b>Vote:</b> Selectman Cutler moved that Ann Kokernak be re-appointed to the position of Administrative Assistant to the Zoning Board of Appeals. Chairman Patacchiola 2nd. Selectman Cutler – Aye. Selectman Kilcoyne – Aye. Chairman Patacchiola – Aye. Motion passed.</p>
Business and Correspondence	<p>Chairman Patacchiola moved to take a short recess at 8:32 pm. Chairman Patacchiola 2nd. Selectman Cutler – Aye. Selectman Kilcoyne – Aye. Chairman Patacchiola – Aye. Motion passed. The meeting resumed at 8:39 pm.</p> <p><u>Water Pump at SPARC Park</u></p> <p>It was reported that the water pump was procured by the Department of Public Works and will be installed, in the stagnant pond at the SPARC Park, with the assistance of an electrician from the Light Department. The DPW will continue to pay for the cost to run the pump. Russell Philpot, of Heywood Road requested a total cost accounting of the cost incurred by the Town to maintain the SPARC Park. The Town Administrator will report back with this information, in about one month’s time.</p> <p><u>Time Table for Completion of Goals</u></p> <p>The Board wishes to establish a plan to achieve their Goals. They briefly discussed the following goals:</p> <ul style="list-style-type: none"><li>• Senior Center Built on time and on budget</li><li>• Find/Fix all items from Auditor’s Management Letters</li><li>• Improve 1835 Town Hall</li></ul>

- Long Range Financial Plan
- Old Church Improvements

After discussion, Chairman Patacchiola proposed that he would consider the input from the Board in order to develop an action strategy or check list that the Board can monitor in order to ascertain that progress is being made on the goals. The consensus was that this proposal was an acceptable way to proceed. The Chairman will present his plan for review and approval by the Board to review at a future meeting.

Common Ordering of Office Supplies

The Town Administrator reported that in his experience at other Municipalities the Towns were able to save money by consolidating all office supply procurement through a single vendor. He stated that by insisting that ALL departments, boards, committees, etc order from the same vendor, the town can make a better deal with the supplier at "wholesale plus pricing." It is expected that the Town would save between 10-18% by implementing this action. **Vote:** Selectman Cutler moved that the Town Administrator be authorized to implement this plan of action. Selectman Kilcoyne 2nd. Selectman Cutler – Aye. Selectman Kilcoyne – Aye. Chairman Patacchiola – Aye. Motion passed.

Approval of one-day Liquor License

After discussion, **VOTE:** Selectman Cutler moved to approve a one-day alcohol license for the 8 Point Sportsmen's Club to be used on July 5th at 147 Beaman Road, from 4:00 pm – Midnight. Chairman Patacchiola 2<sup>nd</sup>. Selectman Cutler – Aye. Selectman Kilcoyne – Abstained. Chairman Patacchiola – Aye. Motion carried.

Approval of Year End Transfers

The Board was asked for approval on 4 year end transfers, that were approved by the Finance Committee.

**VOTE:** Selectman Cutler moved to approve a year end transfer of \$3500.00 from the ZBA wages account to the ZBA expenses account. Selectman Kilcoyne 2<sup>nd</sup>. Selectman Cutler – Aye. Selectman Kilcoyne – Aye. Chairman Patacchiola – Aye. Motion carried.

**VOTE:** Selectman Cutler moved to approve a year end transfer of \$10,000.00 from the Water Dept. wages account to the Water Dept. indirect Retirement Expenses Account. Selectman Kilcoyne 2<sup>nd</sup>. Selectman Cutler – Aye. Selectman Kilcoyne – Aye. Chairman Patacchiola – Aye. Motion carried.

**VOTE:** Selectman Cutler moved to approve a year end transfer of \$100.00 from the Animal Control Officer wages account to the Animal Control Officer expenses account. Selectman Kilcoyne 2<sup>nd</sup>. Selectman Cutler – Aye. Selectman Kilcoyne – Aye. Chairman Patacchiola – Aye. Motion carried.

**VOTE:** Selectman Cutler moved to approve a year end transfer of \$1085.00 from the Custodial Services wages account to the Town Administrator wages account. Selectman Kilcoyne 2<sup>nd</sup>. Selectman Cutler – Aye. Selectman Kilcoyne – Aye. Chairman Patacchiola – Aye. Motion carried.

Town  
Administrator's  
Update

Town Accountant and Veteran Service Officer Search

The Town administrator reported that the vacancy for the Town Accountant has been posted and the deadline for applicants is Monday, July 7<sup>th</sup> at 5:00. On Tuesday a small review committee may review the applicants. It is presumed that by July 16<sup>th</sup> 3 or 4 candidates will be presented to the Board for final selection. The Town administrator stated that time is of the essence because the current accountant will be leaving prior to closing the books. Two major considerations in choosing a new accountant will be that they have experience in small municipalities and that they will have the ability to step in and be productive from day one.

The Veteran Service Officer, Richard Sheppard is on a "hold over" appointment until a replacement can be found. The town of Sterling has previously had an arrangement with the Town of Lancaster where the Veteran Service Officer served both communities. However, currently, the Town Administrator finds it more expeditious to partner with West Boylston, who recently closed a procurement for a part-

time Veteran Service Agent. The Towns may enter into an inter-municipal services agreement and share the services of the Veteran Services Officer. The Town Administrator hopes to bring such an agreement to the Board for consideration, at their next meeting.

Alternate Building Inspector

The Building Inspector Mark Brodeur has requested that Richard Breagy be appointed as the Alternate Building Inspector. Mr Breagy has secured the State required Building Code Certification as a local inspector. He currently works as an Alternate Inspector in both Princeton and West Boylston. **VOTE:** Selectman Cutler moved to approve the appointment of Richard Breagy as the Alternate Building Inspector. Selectman Kilcoyne 2<sup>nd</sup>. Selectman Cutler – Aye. Selectman Kilcoyne – Aye. Chairman Patacchiola – Aye. Motion carried.

Repair Contract for Fire Engine 2

A contract has been signed with Fleetmaster for the repairs to be made on Fire Engine # 2. Fleetmaster was the lowest bidder for the project which included a long list of repairs that will keep the engine in service for another 2-3 years. The contract bid is 20,317.00.

Window Contract for 1835 Town Hall

A contract has been signed with a local contractor, Robert Barwise to complete the window work for the 1835 Town Hall Building. The previous contractor walked away from the job without making the windows workable, secure and weather tight. The money that had been appropriated for the window restoration at the 2012 Town meeting was \$35,000.00. Mr. Barwise will complete the project and an estimated 3 to 4 thousand dollars, of the original appropriated funds, will be returned to the Town.

Asian Long Horned Beetle

To date, 142,000 trees have been surveyed, yet no long horned beetle infestation has been discovered within the Town of Sterling.

Digital Photos

Anyone who would like to share their high quality digital photos of the Town of Sterling are encouraged to contact the Town Clerk or the Town Administrator. Appropriate images may be used on the impending upgraded website. Please note that no compensation will be provided for photos.

Town Wide Yard Sale

The town wide yard sale will take place on Saturday, Sept. 20<sup>th</sup>. Anyone interested may contact Linda Davis.

ZBA

The Zoning Board of Appeals will hold a special permit hearing on Tuesday, July 8<sup>th</sup> regarding a request to rebuild on a location in the Campgrounds.

MIIA

Due to the Town Clerk's preservation, improvement, and safe keeping of vital records the insurance carrier has awarded the Town \$3268.00. MIIA has determined that the likelihood of a claim for vital records is greatly diminished, resulting in the reduced insurance rate.

State Budget

The State budget is expected to be signed by the Governor. This budget increases funding for the Special Education Circuit Breaker by 5 million dollars. It also increases transportation reimbursements for regional Schools by 18.7 million dollars and vocational transportation reimbursements by 2.24 million. This should translate into lower assessments or future lower assessments for the WRSD.

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through the center of Town. She specifically brought attention to the following:

- Sandwich Boards
- Neon Signage
- Donation Boxes
- Run-down businesses, buildings and property

Ms Robinson addressed the Board with concerns about 228 Leominster Road. She is voiced her concerned stating that she does not believe that the property is zoned for its proposed use, as a function hall. The Chair reminded her that this can not be addressed because she has filed a suit against the Town regarding this case.

Mr. Mack addressed the Board with concerns pertaining to noise complaints against B-Man's 140 Tavern. His accusations were that the entertainment continues until midnight. He stated that he had spoken with the Chief of Police and Mr. Mack requested that the Chief be placed on the Selectmen's next agenda.

Mr. Gibbs addressed the Board with concerns about the B-Man's 140 Tavern. He expressed concerns that the Chief of Police should have the full support of the Select Board. Mr. Gibbs implored the Board to take action.

Adjourn

**VOTE:** At 10.03 pm, Selectman Cutler moved to adjourn. Selectman Kilcoyne 2<sup>nd</sup>. Selectman Cutler – Aye. Selectman Kilcoyne – Aye. Chairman Patacchiola – Aye. Motion carried.

materials list: Minutes from the June18th meeting, Candidates for the School Committee, ZBA appointment request, FY15 Goals, one day liquor appl., request for alternate building inspector appointment,

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