

TOWN OF STERLING  
BOARD OF SELECTMEN  
May 31, 2017

MEETING:	Chairman Cranson called the Board of Selectmen meeting to order at 6:42 pm. Roll Call: Selectman Lane - present. Selectman Kilcoyne – Absent. Chairman Cranson - Present. Selectman Kilcoyne joined the meeting at 6:52.
Minutes	Selectman Lane moved to approve the minutes of May 17, 2017, as written. Chairman Cranson 2 <sup>nd</sup> . Chairman Cranson – Aye. Selectman Lane – Aye. Motion carried.
Public Session	No one spoke at public session.
Sign Dispatch Union Contract	This item was tabled.
Town Clerk Recognition	The Board recognized Dawn Michanowicz for her achievement. She was recently awarded the designation of Master Municipal Clerk through the International Institute of Municipal Clerks. Included was 120 hours of class work as well as contributions to local and state government. Dawn thanked the Board for supporting her education. She reported that she has worked through the school system to educate the children, regarding the voting process. She also reported that construction of the vault contributed to her receiving her Master Clerk designation. She thanked Donlin Murray, Russ Philpot and Mike Padula for making the vault a reality for the Town of Sterling. (The vault now holds records that date back to 1764.) There are only 1400 people who have been awarded the designation of Master Clerk.
Fire Department Update	<p>The following are some brief highlights as to some of the activities of the Fire Chief and the Fire Department, since the beginning of the year. The Fire Chief keeps the Board of Selectmen updated in “real time” with most major happenings.</p> <p><b>Highlights of the Fire Department January Review:</b></p> <ul style="list-style-type: none"><li>- Sterling hosted the monthly District 8 Technical Rescue Team training at the station</li><li>- Hosted a National Competency Refresher class for Emergency medical technicians on January 14<sup>th</sup> &amp; 15<sup>th</sup></li><li>- Attended the School District emergency planning committee meeting in Holden</li><li>- Held a Severe Weather Drill at the Chocksett / Houghton School</li><li>- Firefighter / Paramedic Jamieson Shea completed a 24-hour Trench Rescue Technician course</li></ul> <p><b>February Review:</b></p> <ul style="list-style-type: none"><li>- Provided an Honor Guard at the calling hours for Retired Firefighter Paul Foote on Feb. 4<sup>th</sup></li><li>- Participated in a meeting at the SMLD on establishing a Fiber line for town infrastructure</li><li>- Attended a 3-day professional development conference held at the DCU center in Worcester on 2/28, 3/1, &amp; 3/2</li></ul> <p><b>March Review:</b></p> <ul style="list-style-type: none"><li>- Attended a USERRA (Uniformed Services Employment and Reemployment Rights Act) Seminar in</li></ul>

Berlin on March 10<sup>th</sup>

- Student Awareness of Fire Education Programming completed in School by Firefighter's Charlie Baker and Fil Santos on March 13<sup>th</sup>, 17<sup>th</sup>, 21<sup>st</sup>, & 22<sup>nd</sup>
- Attended a Route 12 Construction meeting at Mass D.O.T. with the Police Chief and Town Administrator on March 17<sup>th</sup>
- Participated in a Marathon Public Safety Work Group meeting at MEMA on March 29<sup>th</sup>
- Firefighter/ EMT James DiVirgilio completed a 16-hour Incident Safety Officer Class in March
- Firefighter / Paramedic James Emerton completed a 12-hour Advanced Emergency Vehicle Operator Class in March
- Firefighter / Paramedic Phil d'Entremont completed a 24-hour Rope Rescue Operational course in March

#### **April Review:**

- Sterling hosted the Regional Dive Team training at the Town Beach on April 3<sup>rd</sup>
- Participated in a Boston Marathon Functional Exercise at MEMA on April 11<sup>th</sup>
- Four driver / operators from the department participated in a pump training class hosted at the fire station by FDSS, LLC on April 13<sup>th</sup>
- The Fire Chief worked at the unified command center for the Boston Marathon on April 17<sup>th</sup>
- Sterling REPC members attended the quarterly Regional Emergency Planning Committee meeting at the DCR Facility in West Boylston on April 25<sup>th</sup>
- Attended the SMLD / SPD Battery back-up system test on April 27<sup>th</sup>
- Attended an afternoon session of the Structural Collapse Class held at Devens, sponsored by the Homeland Security Council, with the town administrator on April 27<sup>th</sup>
- Firefighter / Paramedic James Emerton completed a 66-hour Motor Pump Operator course held during March and April
- Firefighter / EMT James DiVirgilio completed an 80-hour Structural Collapse Technician course held at Devens in April
- Firefighter / Paramedic Phil d'Entremont completed an 18-hour Confined Space Rescue Technician course in April

#### **May Review:**

- The Fire District 8 Annual Meeting was hosted in Sterling on May 4<sup>th</sup> and Chief Hurlbut was elected president for another 2-year term
- Provided Fire Department and C.E.R.T. assistance in support of the Sterling Rec Road Race on May 6<sup>th</sup>
- Ladder 1 and Ambulance 1 were on display at the annual Davis Farmland Public Safety Open House on May 7<sup>th</sup> (Saturday May 6<sup>th</sup> was rained out)
- The annual State Licensure Inspection was conducted on the ambulances and administration of the ambulance service on May 9<sup>th</sup> and everything passed with no major findings
- The Fire Chief was sworn in as the Fire District 8 Director to the Fire Chiefs Association of Massachusetts on May 19<sup>th</sup> in Easthampton

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**Incidents Year-to-date: 487** (142 Fire / 345 Medical)

**Major Incidents:** During this period the department responded to a two-alarm house fire at 15 Rowley Hill Road on January 3<sup>rd</sup>, a two-alarm house fire at 16 Princeton Road on April 19<sup>th</sup>. They had a major mutual aid response (two Engines and the Ladder) to the former Princeton Inn fire on May 2<sup>nd</sup> where personnel worked for 11-hours.

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<b>Fire Training for Period:</b>	Jan.:	Multi-gas Meter Review
		Ice Rescue Review
	Feb.:	Self-contained breathing apparatus (Review)
		Self-contained breathing apparatus (Drills)
	Mar.:	Saws and Power Tools (Review)
		Brush Fire Equipment (Review)
	Apr.:	Hazardous Materials (Classroom)
		Hazardous Materials (State HazMat Team)
		(Trailer Operations)
	May:	Pumps & Hose Review
		Hose Drills (W.B. Motor Lodge)
		Hose Drills - extra (W.B. Motor Lodge)
	<b>EMS Training for Period:</b>	
	Jan.:	EMT NCCR Refresher (two days)
	Feb.:	Carbon Monoxide Emergencies
	Mar.:	EMS Response to Highly Infectious Patients
	Apr.:	Morbidity & Mortality Review
	May:	Medical Orders for Life-Sustaining Treatment

The Chief also reported that the Department had responded to 3 fires in the month of May. The Sterling Fire Department will host the Fireman’s muster on June 18<sup>th</sup> behind the fire station at 1:00. Chief Hurlbut has been appointed as the Mobilization Coordinator for the Boston Marathon.

Police Update

**Highlights from the month of February Police report**

- All old dispatch equipment was removed from the station as the new equipment is up and running.
- Vest fitting at the station for all personnel, replacement vest ordered.

**Community Interaction:**

- Preliminary contact with Orange Drag Race organizers. June 17<sup>th</sup> as target date for this year’s event.
- Meeting with SMLD and other departments to discuss connectivity of town departments via fiber.
- Passed out pepper spray to those who took the self defense class at the senior center.
- Notification of Level 3 Sex offenders were posted on department’s face book page.

**General Police Business:**

- All IP addresses were changed at the department. Quite an undertaking but was highly recommended by Guardian.
- Responded to school for a smoke alarm, coordinated evacuation and parent pick-up, bus pickup and traffic control.

**Arrests:**

- Three arrests during the month.
  1. Warrant
  2. OUI, Negligent operation of MV, marked lanes, failure to stop.
  3. Warrant arrest.

**Incidents:**

Twenty four incidents were reported during the month. Some of the notable ones:

- Three breaking and enterings were reported. A handgun was stolen at one home. Later it was recovered in Auburn, Ma when an officer was struck by the fleeing suspect’s vehicle.

- Larceny of medical marijuana reported.

**Traffic:**

- There were seventeen crashes during the month.  
There were no crashes on Leominster Rd!  
Thirteen motor vehicle stops.  
Nine citations issued.

State has installed traffic counters on Route 12 in the area of the soon to start construction.

**Highlights Month of March Police Report**

**Personnel, Training and Equipment:**

- Brian Ryder was appointed a Special Police Officer. He is in the FTO (Field Training Officer) and is progressing well.
- Kendra Pomeroy was appointed a matron.
- Officer Scott Johnson completed the Smith & Wesson Pistol Armorers course for the M&P Pistol.
- All bullet resistant vests have been delivered and issued.

**Community Interaction:**

- Received donation of trauma kits from Altec industries. These will be carried by officers along with their first aid kits, narcan, and AEDs.
- Participated along with the SMLD in a filming regarding their battery storage facility that provides service to police station.
- DOT meeting regarding Route 12 project.

**General Police Business:**

- Department underwent an on-site audit by the Department of Criminal Justice Information Services (CJIS). Agency was found: In Compliance with all DCJIS and FBI training, security, accuracy, completeness, and validation policies. Lots of work went into this by Sgt. Pomeroy, head dispatcher MacArthur and dispatcher Chris Wilder.

Officers dispensed NARCAN twice during the month.

**Arrests:**

- Five individuals were arrested on various charges during the month.
1. Assault on a family member.
  2. Violation of abuse prevention order
  3. Warrant
  4. Assault on intimate partner, intimidation of witness
  5. Operating under influence of alcohol, failure to yield.

**Traffic:**

Eleven crashes during the month.

Four on Route 140.

Two on Crowley Rd.

Two on Leominster Rd - one at Chocksett and one at 190 exit (both rear end collisions.)

Twenty motor vehicle stops and eleven citations issued.

**Highlights Month of April Police Report**

**Personnel, Training and Equipment:**

- Officer Ryan Ferguson graduated from Criminal Investigation: Scientific Evidence I & II.
- Bryan Ryder is continuing his departmental training including weapons; handgun, shotgun, rifle and electronic weapons. He has passed the Stinger Spike System training. He has started working road

	<p>details but not shift assignments.</p> <ul style="list-style-type: none"> <li>• Officer Fugere notified us that he will be returning to duty mid May.</li> <li>• Placed a ballistic shield into service.</li> <li>• SMLD conducted test on the auxiliary battery back-up.</li> <li>• Sgt. Gaudette attended a class on Sex Offender Registry.</li> </ul> <p><u>Community Interaction:</u></p> <ul style="list-style-type: none"> <li>• Security assessment on Gates Rd rail trail completed with Wachusett Greenways.</li> <li>• Assisted with the Sterling Little League opening day and parade.</li> <li>• Assisted fire department with an evacuation drill at the schools.</li> </ul> <p><u>General Police Business:</u></p> <ul style="list-style-type: none"> <li>• No Arrests during the month.</li> </ul> <p>There were ten crashes during the month. Two can be attributed to road conditions during late winter storm. Two drove off the road on Redemption Rock Trail. Four on Route 12, one large dump truck drove off road into a garage, two at Leominster and Chocksett, one at Leominster and route 190 off ramp and one at route 12 and Pratts Junction Rd.</p> <p>Eleven citations issued during forty-six motor vehicle stops.</p> <p>The Chief suggests that the Town initiate a policy/procedure, regarding street signage.</p>
Appoint alternate for MRPC	<p>After discussion Selectman Kilcoyne moved to appoint Richard Maki as the Alternate to the MRPC. Selectman Lane 2<sup>nd</sup>. Selectman Lane - Aye. Selectman Kilcoyne – Aye. Chairman Cranson - Aye. Motion carried.</p>
Snow Policy	<p>After discussion, regarding changes that had been made to the Snow Day Closure Policy. Selectman Lane moved to accept the policy and procedure for determining when to close the Town Municipal Building as presented by the Town Administrator. Selectman Kilcoyne 2<sup>nd</sup>. Selectman Lane 2<sup>nd</sup>. Selectman Lane - Aye. Selectman Kilcoyne – Aye. Chairman Cranson - Aye. Motion carried.</p>
Discuss WRSD extension Request	<p>Two Towns voted NOT to support the proposed school budgets. The School District has 30 days to come back with a new budget proposal. The Superintendent has requested an extension of 15 days. The School Board may propose a decreased budget, which may lower the assessment for each town. It was the consensus of the Board to support the request for the 15 day extension. The Town Administrator will contact the Schools to let them know that the Sterling BOS approved their extension request.</p>
TA Report	<p><u>Town Administrator Report</u></p> <p><b>Treasurer/ Collector update:</b> The Town received several applications and 4 candidates are scheduled for interviews next Monday.</p> <p><b>Fire Dept:</b> The Fire Dept. has offered to conduct First Aid and AED training for municipal employees. This will be scheduled during the day within the next month or so. The Sterling EMS paid for the new first aid kit for the Town Hall. It will replace the old unit in the employee break room. They also paid for the new batteries and pads for the AED device that is on the first floor. These two items represent \$500 donation to the Town.</p> <p><b>Chapter 61 Notice:</b> The Town received a second notice for new parcels of land 34,326 sq ft and 9.7 acres at #28 &amp; 49 Justice Hill Rd for \$170,000. These were originally part of a 39-acre lot. The balance is being sold to DCR. Notification has been sent to several boards asking if there is an interest to purchase this land for municipal uses. The Board is scheduled to review this information and decide if it wants to exercise its right of first refusal at a public hearing on 6/14. If the answer is yes, a STM must occur mid-August.</p>

**Hardscrabble Rd property:**

Town Counsel and the buyer are working on the final wording of the P&S agreement. The holdup is two small sheds that are on and very close the new lot line separating this property from the Conservation property. A solution is being sought.

**Facilities:**

Virtual Town Hall, the vendor that designed and operates the Town's web site, was here on May 24. They have a new version of the web architecture which automatically adjusts content to the screen size of user, from computer, to tablet, to phone. The initializing fee is \$2400. The Town Administrator requests that he be allowed to proceed with this upgrade. A contract can be made available for signatures at the next meeting. The TA will gather a web site redesign work group.

**Vacancies:**

Kama enhanced a new list of open positions on boards and committees that was posted on the town web site. Just click on the Citizen Volunteer Application Form. Each position also links back to the relevant web page for more details on that committee or board. The application form is at the bottom. This week the TA announced the need for ZBA members. This board is very close to losing its quorum. This Board is critically important in maintaining "due process" within the Town of Sterling.

**HR Seminar**

Last week the Town Administrator attended a seminar on HR and personnel issues. He reports that there are a number of areas that Sterling needs direction. He advocates for considering Human Resource administrative support.

**Finance Seminar**

Today the TA attended a seminar on municipal finances. Resources are available via the Community Compact. If Sterling's application is approved, that assistance can help to update or implement financial policies, as well establish clear targets to improve our bond rating and long range financial planning.

**Board Goals for FY 18**

At the Board's last meeting the member's goals for FY18 were discussed. The Town Administrator suggests that the final version of these goals should be shared with other Boards and Committees. Then they should be asked to prepare their own goals for the upcoming year. Ultimately, a goal sharing group meeting would help all Boards and Committees to realize the direction of other groups and perhaps be able to assist in making those goals a reality.

The Board wishes to:

- Assist the Legion in acquiring cable access at Municipal pricing. The Cable Committee will be asked to assist in this matter.
- Touch base with the 27 Main Street project and find out when the project will be completed.
- The Phanessa Fisher Scholarship for girls will be made available through the Selectman's office.

At 7:42 pm Selectman Lane moved to adjourn. Chairman Cranson 2<sup>nd</sup>. Selectman Kilcoyne - Aye. Chairman Cranson - Aye. Selectman Lane - Aye. Motion carried.

Adjourn