

TOWN OF STERLING
BOARD OF SELECTMEN
July 16, 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:

VOTE: *Selectman Kilcoyne moved to accept the Board of Selectmen Minutes for July 2, 2014. Selectman Cutler 2nd. Selectman Cutler – Aye. Selectman Kilcoyne – Aye. Motion carried.*

**Storm Water
Coalition
Agreement**

The Board was asked to consider the Central Massachusetts Regional Storm Water Coalition, Inter-municipal Agreement. The lead town in this agreement is Spencer and the cost to the Town will be \$4000.00. The State will double match this amount to provide State mandated services to the Town.

VOTE: *Selectman Kilcoyne moved to enter into this municipal agreement with the Central Massachusetts Regional Storm Water Coalition. Selectman Cutler 2nd. Selectman Cutler – Aye. Selectman Kilcoyne – Aye. Chairman Patacchiola – Aye. Motion carried.*

Police Report

Police Chief, Gary Chamberland addressed the board concerning the activities of the Police Department during the past month. Some of the highlights are as follows:

PERSONNEL, Training and Equipment:

- *Live scan machine (automated, inkless fingerprint system) was delivered and installed. All officers and administrative staff were trained on the unit. Will allow us to receive immediate identification of persons taken into custody when identity is in doubt. Special thanks to Sgt. Craig Pomeroy for all his time and effort in this project.*
- *Hired a part-time dispatcher. Abbi Parkinson was hired; she is a Town resident and is a full time dispatcher in another town. She is fully trained and certified by, E911, EMD, Powerphone. She has begun training on our in house software and policies and procedures.*
- *Attended safe school seminar at Montachusett Regional Vocational technical School.*
- *Personnel order on shift rotation was issued.*
- *Several training requirements were completed and are included in the packet.*

Community relations:

- *I, along with Mr. Ritter and Bill Tuttle met with railroad officials regarding railroad crossing improvements at Newell Hill Rd and Gates Rd. State has grant money to repair a number of crossings and they are in the process of identifying which ones will be completed. Have funds for approximately 70 crossings.*
- *I attended a meeting with the ACAB and other agencies and discussed operations and procedures for maintaining a shelter for animals during an emergency event. We are in the beginning states of forming a response.*
- *Attended the Flag day ceremony at the School.*
- *Attended Boy Scott Troop 189 awards presentation.*
- *Submitted report on need for a street light.*

General Police Business:

- *Numerous meetings on contract negotiations with Dispatchers.*
- *Busy time of the year with beginning and end of the year processes. Budgeting, payroll, grants, attendance auditing, training requirements.*
- *Press release in your packet regarding two house breaks that were cleared by our department.*
- *Press release issued by MIAA regarding the loss control grant we received in the amount of \$5,000.00.*

- Fifteen accidents during the month. Four were at Chocksett and Leominster, three of those were rear end collisions. One was a significant collision not in the intersection.
- One accident was a fatal MVA on Redemption Rock Trail and is still under investigation.
- Four arrests during the month.
- One hundred and eight (108) traffic stops sixty two citations (62).
- Forty-nine investigations during the month.

The police Chief also reported that there had been an increase in noise complaints for B-Man's Tavern at 344 Redemption Rock Trail. The police have received numerous complaints about loud music from the tavern, during late evening hours. After discussion; **VOTE:** Selectman Cutler moved to hold a public hearing, on July 30th, in response to noise complaints and to consider the possibility of placing restrictions on the Entertainment License, held by the tavern. Selectman Kilcoyne 2nd. Selectman Cutler – Aye. Selectman Kilcoyne – Aye. Chairman Patacchiola – Aye. Motion carried.

The Chief also reported that on July 23rd, at the Leominster Center Auditorium, there will be a program, from 7-9 pm, entitled Living with Black Bears.

Fire Department
Report

Chief David Hurlbut addressed the Board in regard to the activities of the Chief and Fire Department from April through June. The following are highlights:

April Review:

- I presented the annual Safety Lecture to the Sterling Little League coaches on April 11th
- Attended a MassDOT Public Hearing on the Chocksett Road intersection proposal
- Conducted the final school fire drill for the 2013-2014 school year
- Attended the annual meeting of Fire District 8 and was elected to a 3-year seat on the District Board of Directors
- Department provided EMS coverage for the annual Palm Sunday Promenade
- The department responded to several small brush fires as a result of dry conditions during the month – there were several Class IV fire danger days and one Class V fire danger day
- Finalized lease-purchase paperwork for new ambulance with Town Administrator and Treasurer
- Attended several monthly local area, district and state chiefs meetings

May Review:

- Attended annual meeting of Central Mass Emergency Medical Services and was re-elected as treasurer of the organization
- Eight department members participated in an advanced Rope Rescue class sponsored by the Leominster Fire Department and held at the Lunenburg Fire Department
- Department led the Annual Little League Parade in West Sterling on May 3rd
- Department participated in annual Local Hero's Weekend at Davis Farmland
- I was sworn in as the District 8 Board of Director to the Fire Chiefs Association of Massachusetts on May 19th – the ceremony was held at Curry College
- A new air compressor was installed and placed in-service at the station
- The FFY2012 and 2013 Emergency Management Planning Grants were submitted to MEMA. We have applied for additional equipment for the Emergency Response Trailer and portable radios for the CERT team
- Attended a National Fire Academy class held at the MFA on Incident Safety Officer
- Department marched in annual Memorial Day Parade
- Jim Emerton and I attended a two-day Statewide Emergency Management Conference held at the DCU Center in Worcester
- Attended several monthly local area, district and state chiefs meetings

June Review:

- New Ambulance 1 was placed into service by the department
- The 2014 Volunteer Fire Assistance Grant was submitted to DCR. This grant is utilized to purchase forest firefighting equipment for the department. It is a 50% matching grant
- Jim Emerton and I participated in a Regional Emergency Planning Committee tabletop drill in Holden utilizing MEMA's Hazard City Model
- Department hosted a Technical Rescue Drill in the parking lot of Barber's Crossing which involved mutual aid teams from Fitchburg, Holden, Leominster and Lunenburg. We also sent dive personnel to a drill that same day at Lake Whalom in Lunenburg
- A rural water supply drill was held on June 18th bringing in mutual aid tankers from Boylston, Holden, Hubbardston, Princeton and Westminster. The drill simulated fighting a fire in a non-hydrant district and utilizing techniques needed to adequately supply water to a simulated fire
- Jim Emerton and I met with the Sterling Animal Advisory Board to discuss the current plan and future guidelines for the sheltering of pets during emergencies
- Department members assisted the Recreation Department and DPW setting the raft and buoys at the Town Beach
- Recruits participated in their first Live Burn drill at the Worcester Fire Academy on Grove Street
- The town received a rebate check of \$285 from the Metropolitan Area Planning Council as a result of purchasing the ambulance through the Collective Purchasing Program and them meeting their threshold of \$10M in apparatus sales
- Attended several monthly local area, district and state chiefs meetings

Incidents for Period:	Apr.:	100	(38 Fire / 62 Medical)
	May:	104	(41 Fire / 63 Medical)
	Jun.:	<u>65</u>	(21 Fire / 44 Medical)
	Period Total:	269	
	Annual Total:	527	

Major Incidents for Period: During this period the department responded to a 2-alarm commercial building fire on Pratt's Junction Road and a 1-alarm porch fire on Chace Hill Road in June. In addition we responded to a HazMat Incident on Squareshire Road involving a leaking underground LPG storage tank in April, A major accident with a diesel fuel release on Chocksett Road in June and major car accidents on North Row Road, Princeton Road and Redemption Rock Trail and Leominster Road.

Fire Training for Period:	EMS Training for Period:	EMS Training for Period:
Apr.: Rapid Intervention	Apr.: Morbidity & Mortality Review	
May: Vehicle Extrication	May: BLS Nasal Narcan	
Jun.: Water Supply Drill	Jun.: Statewide Treatment Protocol Updates	

Ambulance
Write-offs

Chief Hurlbut explained that the Fire Departments billing Company, Coastal Medical Billing, Inc. has recommended that a total of \$45,041.92, which includes aged accounts from as far back as 2011, be deemed "uncollectible" for ambulance services. The Chief requested that the Board approve this write-off amount. After Discussion **VOTE:** Selectman Kilcoyne moved to accept the ambulance write-off in the amount of \$45,041.92. Selectman Cutler 2nd. Selectman Cutler – Aye. Selectman Kilcoyne – Aye. Motion carried. After these write-offs are accepted, they may be given to a third party collection agency, in a final attempt to collect these debts.

Neighbor to
Neighbor

Chairman Patacchiola explained that a neighbor to neighbor applicant has been considered and the following is recommended: \$206.73 to Osterman Gas, \$109.66 to AT&T, \$230.69 to Comcast and \$293.38 to SMLD, (Light Department payment is contingent upon the applicant paying all that is owned, with the exception of the 293.38, within the next 6 months.) The total disbursement will be \$840.46. After discussion, **VOTE:** Selectman Kilcoyne moved to approve the disbursement from the

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Neighbor to Neighbor Fund in the amount of \$840.46, to be used as afore mentioned. Selectman Cutler 2nd. Selectman Cutler – Aye. Selectman Kilcoyne – Aye. Chairman Patacchiola – Aye. Motion carried.

Driveway Permit

*Mr. Fran Garafoli , 57 Old Princeton Road, West appeared before the Board to request that he be allowed to put in a new driveway on Princeton Road, in order to access his shed. The permit request has been approved by the Fire Department, the DPW Superintendent, and the Building Inspector. After discussion, **VOTE:** Selectman Cutler moved to approve the curb cut on Princeton Road, in order to put in a driveway, with the condition that an adequate pipe be installed under the driveway to serve as a drainage swale, per the request of the DPW Superintendent and signage be put up to increase safety. Selectman Kilcoyne 2nd. Selectman Cutler – Aye. Selectman Kilcoyne – Aye. Chairman Patacchiola – Aye. Motion carried.*

One day alcohol Licenses

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 August 2nd at 147 Beaman Road, from 2:00 pm – Midnight. Chairman Patacchiola 2nd. Selectman Cutler – Aye. Selectman Kilcoyne – Abstained. Chairman Patacchiola – Aye. Motion carried.*

***VOTE:** Selectman Cutler moved to approve a one-day alcohol license for the 8 Point Sportsmen's Club to be used on August 16th at 147 Beaman Road, from Noon – 8PM. Chairman Patacchiola 2nd. Selectman Cutler – Aye. Selectman Kilcoyne – Abstained. Chairman Patacchiola – Aye. Motion carried.*

Business and Correspondence

Negative Impact Letter from Spencer

The town of Spencer has circulated a letter of interest to local towns seeking Collaboration of Communities experiencing Negative Impact of Municipal Services Due to Chapter 70, 71 and 74 Requirements. The Board requested that the Town Administrator check with the School Board Committee members to see if they support this initiative. He will report back to the Board at a future meeting.

Town Administrator Update

Accept Resignation from Mark Brodeur/Building Inspector

***VOTE:** Selectman Kilcoyne moved to accept the resignation of Building Inspector , Mark Brodeur, effective as of September 26, 2014. Selectman Kilcoyne 2nd. Selectman Cutler – Aye. Selectman **Kilcoyne – Aye.** Chairman Patacchiola – Aye. Motion carried. The Town Administrator reported that Mr. Brodeur is willing to consider a permanent, part time position as the Sterling Building Inspector, for the Town of Sterling until June of 2015. The consensus of the Board was to have the Town Administrator enter into negotiations with the Building Inspector in order to bring a proposal to the Board, for consideration.*

Public Session

Vote and Adopt Concise Pubic Session Policy

This policy was approved in the minutes for July 2, 2014.

Town Accountant

Eighteen applicants will be reviewed by the review committee. Of those applicants, 2-3 candidates, will be interviewed at the next Selectmen's meeting.

SPARC Water Fountain

The pump has been installed and is currently working at the SPARC Park.

Old Church and Lead Paint Issue

A lead paint testing kit has been ordered. The paint chips have been collected. The board will be advised of the results, by means of a professional report.

Common Ordering of Supplies

The Town Administrator is looking into the Staples Advantage program to reduce costs.

Public Hearing

The ZBA will hold a public hearing on Tuesday, August 12 2014 regarding an application for an accessory apartment at 4 Runaway Brook Road.

Public Session

Ellen Gardner addressed the Board. She is the widow of Jim Gardner, who was killed in a car accident after leaving the B-Man's Tavern on June 24. Mrs. Gardner reported that the doctors have told her that his injuries were indicative of a massive coronary while, behind the wheel. She implored those who would use her husband's death to further their agenda against the B-Man's Tavern to please take her husband "out of the equation."

Roseanne Mapp reported that she has previously asked about the procedure for answering citizen's questions. Ms Mapp was told that if answers are not immediately available, the Town Administrator will contact those who sought the answer, via mail. Ms Mapp suggested that the answer be brought forth publicly so that all citizens would benefit from the answer to the questions. Her suggestion will be taken under advisement.

Ms Mapp also was concerned about the use of town property on Friday afternoon for a food truck on the corner of Bridge Street and Rte 62. The Town Administrator reminded her that the food truck owner had requested permission to use this property and that request had been approved. The Town Administrator also stated that the town doesn't have a bylaw concerning the use of Town property. Such a bylaw would require passage at Town Meeting.

Ms Mapp also requested that a stop sign be installed at the juncture of Meetinghouse Hill Road and Rowley Hill Road.

Selectman Kilcoyne stated that he would like to discuss the preparation of the agenda at the next meeting.

Selectman Cutler stated that he would like to consider the adoption of the Selectman's Handbook, that the Town Administrator has brought to their attention. The consensus of the Board was that they will consider this handbook, for the purpose of adopting it as their own, at the next meeting.

VOTE: *At 8:33 pm, Chairman Patacchiola moved to adjourn. Selectman Cutler 2nd. Selectman Cutler – Aye. Selectman Kilcoyne – Aye. Chairman Patacchiola – Aye. Motion carried.*

Adjourn

Materials list: Minutes from the July 2 meeting, CMRSWC Intermunicipal agreement info., police report, fire dept. report, ambulance write-off report, Neighbor to Neighbor recommendation, driveway application, one day liquor applications, negative impact letter, Public Session Policy