

TOWN OF STERLING
BOARD OF SELECTMEN
August 27, 2014

MEETING:

Roll Call: Selectman Cutler - Present. Selectman Patacchiola – Present. Selectman Kilcoyne – Present. At 7:00 pm, Chairman Patacchiola called the meeting to order.

VOTE: Selectman Kilcoyne moved to accept the Board of Selectmen Minutes for August 13, 2014. Selectman Cutler 2nd. Selectman Cutler- Aye Selectman Kilcoyne - Aye Chairman Patacchiola – Aye. Motion Carried.

Minutes:

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:

Monthly Police Report

Personnel, training and Equipment

- Peter Levesque has submitted his letter of resignation from the Police Department.
- I have started reviewing the candidates who were not selected to determine if any qualified applicants are still interested in the position rather than reopening the entire process.
- Had a company come in to inspect and repair all hand held, car and radar trailer.
- Cell repair company was called to repair a locking mechanism on a cell and perform maintenance on the other locking mechanisms.
- Deployed the radar trailer to Main St.
- Lots of vacation time being discharged by officers and civilian employees during this and next month.
- Personnel Order issued for coverage during chief's vacation.

General Police Business:

- There were thirteen accidents during the month.
- Seven arrests were made.
- One hundred fifteen motor vehicle stops were made.
- Forty-seven citations were issued.
- Thirty-three investigations during the month.

The following are public reminders:

- Motorists should take heed. School has started and there is a \$250.00 fine for passing a school bus that has its red lights flashing.
- There have recently been attempts to scam residents, including phone calls reportedly from the IRS. Selectman Kilcoyne stated that residents should be aware that the IRS NEVER notifies people via the telephone or email. They always use the US mail.

The chief was asked about the number of accidents on Chocksett Road. He will compare the number and severity of accidents, in that immediate area, since the recent reconfiguring of the traffic patterns by the State. He also reported that the next License to Carry class will be October 6, 2014.

Approve
Berkshire to
Boston Bicycle
Tour

Gary Briere addressed the Board to request their support for the Bicycle tour that will run across the state and pass through Sterling on September 19, 2014. Reportedly, the Fire Department has offered the station as a rest stop to the riders, as it did last year. Mr. Grier was very grateful to the Fire Department and reported that the Bike Tour Organization made a donation last year to the Fire Department as a "thank you" for their gracious hospitality. He intends to make a similar donation this year, as well. After discussion: **VOTE:** Selectman Kilcoyne moved to support the Berkshire to Boston Bicycle Tour through the Town of Sterling on September 19th. Selectman Cutler 2nd. Selectman Kilcoyne- Aye. Chairman Patacchiola – Aye. Selectman Cutler- Abstained. Motion carried.

Selectmen's Meeting Minutes

August 27, 2014

Establish charge for the Senior Center Building Committee

Selectman Kilcoyne provided a handout that contained suggestions as to the responsibilities of the Senior Center Building Committee, the Owners Project Manager, the architect and the Board. He requested that the Town Administrator and the other Board members closely consider and give feedback on these suggestions. The Town Administrator will forward this list to Architectural Consulting Group with a recommendation that all of these charges be included in the OPM contract. The Board will formalize the charge at the next meeting.

Approve Fair Permits

After discussion: **VOTE:** Chairman Patacchiola moved to approve the following Common Victualler licenses to be used at the Sterling Fair in September: Sterling Firefighters, Kevin's French Fry, Taco Wagon, Gillette Shows, AB Concessions, Belgian Acres Farm, Top Concessions, The Linguica Stand, Bruster's Ice Cream, Mike's Vending LLC, Scooter's Pretzels, Riga-Bello's Fried Dough, Sausage and More, Severences Maple, Whitetail Greenery, Route 66, Roasted Sweet Corn, Poppies Fresh Onion Rings, Selectman Cutler 2nd. Selectman Kilcoyne- Aye. Chairman Patacchiola – Aye. Selectman Cutler- Abstained. Motion carried.

After discussion: **VOTE:** Chairman Patacchiola moved to approve the following Vendor Licenses, to be used at the Sterling Fair in September: Warren Farm, Fudge and Stuff, Whitetail Greenery, S&S Novelty, Greyhound Friends, Yarina Creations, Wire Design Originals, Creative Decoration, Hand Painted Crafts, Cynthia Patterson, Plain View Farm, The Wooly Fox, Anderson Renewal, Next Step Living, Sterling Academy of Gymnastics, River's Edge Farm, Pickford sales, Tupperware, Elzire's Acre. Selectman Cutler 2nd. Selectman Kilcoyne- Aye. Chairman Patacchiola – Aye. Selectman Cutler- Abstained. Motion carried.

Discuss/Adopt Board Policies and Procedures

For consideration, the Board was given a draft of the proposed Policies and Procedures, as amended by the Chairman. Selectman Kilcoyne respectfully submitted his own proposed changes and requested that the Town Administrator weigh in on those suggestions, during the up-coming week. The Town Administrator will re-write the draft after speaking with Selectman Kilcoyne, regarding proposed changes and suggestions. Selectman Cutler requested that the document include verbiage stating that the Chairman will be voted, to that position, pursuant to the qualifications of the individual, rather than following tradition and taking turns as the Chairman. The updated proposal will be considered for adoption at the next meeting.

Business and Correspondence

Ciborowski Contract

The standard, yearly contract, regarding the usage of the Sterling airport for the Sterling Fair, was presented for signing. It was noted that the dates of use and the address, to which the Town is executing the contract, are the only changes from previous years. Discussion, **VOTE:** Chairman Patacchiola moved to sign the Ciborowski Contract. Selectman Kilcoyne 2nd. Selectman Cutler- Aye Selectman Kilcoyne - Aye Chairman Patacchiola – Aye. Motion Carried.

Meeting House Hill Closing

After Discussion, **VOTE:** Selectman Cutler moved to approve the closure of Meetinghouse Hill Road, In front of the Church, from 6:30 – 11:30 on September 20, 2014. Selectman Kilcoyne 2nd. Selectman Cutler- Aye Selectman Kilcoyne - Aye Chairman Patacchiola – Aye. Motion Carried.

Neighbor to Neighbor Distribution

No distribution is recommended at this time.

Town Administrator Update

Staples Advantage Program

Representatives from the Staples Advantage Program have accessed supply invoices through the Town Accountant. This information will be considered in order to offer the Town the plan that is best suited to their supply needs. The company will present a report to the Town Administrator within the next few months. The more supplies that are ordered through the Advantage Program, the higher the cost savings. Therefore, all town entities will be directed to use Staples advantage Program as their supply

vendor.

New Website

The new Town website is being developed. Stillwater Computer Services is updating content and Virtual Town Hall is off-loading that content to the future website.

Schools

- The Wachusett Regional School District reported that they have uncovered a one million dollar surplus. This money was not considered during the assessment process. The Board is stymied by the school's apparent mismanagement of funds. They are hopeful that the money will be used to lower assessments in the future.
- The secondary school passed their 10 year review. While some aspects of the review depict strength, there are some weaknesses within the schools that will be addressed.

Auditor

The Town's current auditor is non-responsive to inquiries. Therefore, the Town will need to hire a new auditor in a timely fashion. The Town Administrator will discuss options with Selectman Kilcoyne. They will invite numerous, qualified, auditing firms to apply for the position. Their goal will be to comprise a list of 4 to 5 firms. If they are not able to secure the interest of enough qualified firms, the Town will need to advertise. The Town administrator and Selectman Kilcoyne will advise the Board, regarding their progress, at the next meeting.

Play Ground Total Cost to the Town

At a previous meeting, the Town Administrator was asked to research the Town's 20 year, total cost of ownership for the Park on Muddy Pond Road. The Town Administrator took all costs into account, including the cost of equipment, yearly maintenance, employee compensation for work done at the park and the cost of decommissioning the park at the end of twenty years. The total is \$264,000.00. The Board will address policy concerning the playground, at a future meeting.

MRPC

The Town Administrator reiterated that the Planning Board member holds a permanent seat on the Montachusett Regional Planning Commission while the Selectman's position is that of the Alternate.

New Accountant

Fred Aponte is now serving as the Town Accountant. His hours are currently 12:30 – 5:00, Monday through Thursday. He will begin to address the management letters as soon as possible.

Public Session

Roseanne Mapp of 33 Taft Road again voiced her objection to the Boards' consideration to hire the current Zoning Enforcement Officer, on a temporary part time basis, in order to fill the vacancy created by his own retirement. The agreement would expire on June 30, 2015.

The Town Administrator will send a letter to the Planning Board, asking that they address the by-law dictating signage within the Town of Sterling.

Selectman Kilcoyne voiced his concerns regarding the lead paint chips that litter the sidewalk next to the building at 33 Main Street. He is concerned that there seems to be no public department that holds the authority to rectify or address this health issue. Therefore, he suggests that the Planning Board be asked to come to a Selectman's meeting to discuss the possibility of drafting a by-law for the Annual Town Meeting that would give the Town an avenue of recourse, in order to protect the populace from the dangers of lead paint.

Adjourn

VOTE: At 8:40 pm, Selectman Kilcoyne moved that the meeting be adjourned. Chairman Patacchiola 2nd. Selectman Cutler – Aye. Selectman Kilcoyne – Aye. Chairman Patacchiola – Aye. Motion carried.M

Selectmen's Meeting Minutes
August 27, 2014