

TOWN OF STERLING  
BOARD OF SELECTMEN  
February 25, 2015

MEETING:	Chairman Patacchiola called the meeting to order at 7:10. Roll Call: Chairman Patacchiola – Present. Selectman Cutler - Present. Selectman Kilcoyne – Present.
Minutes:	After discussion: <b>VOTE:</b> Selectman Kilcoyne moved to approve the amended public session minutes of January 7 <sup>th</sup> , 2015. Selectman Cutler 2 <sup>nd</sup> . Selectman Kilcoyne – Aye. Selectman Cutler – Aye. Chairman Patacchiola – Aye. Motion carried. <b>VOTE:</b> Selectman Kilcoyne moved to approve the public session minutes of February 11, 2015. Selectman Cutler 2 <sup>nd</sup> . Selectman Kilcoyne – Aye. Selectman Cutler – Aye. Chairman Patacchiola – Aye. Motion carried.
Visual Budget	Annie Lacourt presented the Virtual Budget website that is currently being used in Arlington, MA. The Virtual Budget is a visual representation of a Municipality's budget which is intended to make it easier for citizens to engage with the budget, in order to understand where their tax dollars are being spent. This program is available as an open source code. It would cost the Town of Sterling \$3000.00 to have this tool implemented. However, Sterling's current IT personnel may be able to set this up at a cost savings. This budgeting tool was well received by the Selectmen, Finance committee members, Capital Committee members and School Representatives, who were in attendance. This program may be seen at <a href="http://Arlingtonvisualbudget.org">Arlingtonvisualbudget.org</a> . Department Heads will be solicited for their input regarding the use of this budgeting tool and the Select Board will revisit this topic at the next meeting.
School budget	Superintendent Darryll McCall and Business Manager, Joe Scanlon presented the Fiscal Year 2016 Budget Draft for the Schools. However, the budget numbers have not yet been issued by the State. Therefore, the preliminary draft will change after those numbers are received. Mr. McCall stated that the Governor's proposed 9C cuts to transportation will substantially impact the school budget. However, he is optimistic that the deficit can be absorbed by making adjustments in spending. The requested budget adds new staff at the elementary, middle and high schools and adds guidance/adjustment counselors at the middle schools and reinstates the Principal at Chocksett Middle School and the Deputy Superintendent position. The Superintendent also reported that they will work towards implementing a maintenance plan for all buildings.
Cap ital Update	Joe Sova, Chairman of the Capital Committee, reported that this year's Capital Fund requests came in at approximately \$635,000.00. Reportedly, all the requests are legitimate needs. However, the Capital Committee will need to make fiscally responsible decisions regarding their recommendations for the funding of these requests.
Finance Committee Update	Bob Brown, Chairman of the Finance Committee, discussed the Fiscal Year Budget request draft. The Finance Committee will be meeting next week to discuss the funding options that are available should all/most of the requests for the budget be approved at the Annual Town Meeting. The philosophy of the Finance/Capital Committee is that the best option for spending is "Pay as you go" and "If you can't afford it, don't spend it." March 7 <sup>th</sup> will be the all day budget retreat at which Department Heads address the Finance Committee, regarding their budget needs/requests. The Select Board thanked both the Finance Committee and the Capital Committee for all their time and effort.
Fire Department Quarterly Report	<b>Chief David Hurlbut reported:</b> <b>October Review:</b> <ul style="list-style-type: none"><li>- Assisted police department with Lock-down drill at the schools</li><li>- Conducted fire drill at the schools in conjunction with Fire Prevention Week</li><li>- Annual Public Safety Open House held at the fire station on October 4<sup>th</sup> in conjunction with the</li></ul>

annual Rick Maypothor Fun Walk and Road Race

- Annual preventative maintenance completed on the JAWS equipment
- Annual flow testing completed on the self contained breathing apparatus
- Participated in the annual lock down drill and safety meeting at Wachusett Regional
- Participated in several conference calls and regional meetings discussing preparedness for responses to suspected EBOLA patients
- Attended a two day class on the New Fire Code being adopted on January 1, 2015
- Bid opening for the new Rescue / Pumper was held on 10/30 at the fire station
- Attended several monthly local area, district and state chiefs meetings

**November Review:**

- Participated in Community Reading Day at the Houghton School on 11/7
- Retirement party held for Deputy Chief Edward McNamara and Firefighter Richard Traina on 11/7
- Department marched in annual Veterans Day Parade on 11/9
- Three members from the new engine committee attended a pre-construction meeting for the new Rescue / Pumper in Clintonville, Wisconsin on 11/17 & 11/18
- Received my recertification as a Credentialed Fire Chief by the Mass Fire Training Council on 11/19
- Attended and presented comments at the Senior Center Committee meeting on 11/12
- Attended the monthly WRSD Safety meeting in Rutland on 11/20
- Several department EMT's completed their National Core Competency training
- Department member provided storm coverage for the Thanksgiving Eve snowstorm
- Attended several monthly local area, district and state chiefs meetings

**December Review:**

- Assisted Recreation Department with Annual Tree Lighting Ceremony on 12/7
- Attended a class at the Fire Academy on "Preventing Firefighter Suicide"
- Attended a class at the Fire Academy on "Real World Approach to Incident Command"
- Attended the monthly WRSD Safety meeting in Paxton on 12/19
- Attended a Bomb Threat Assessment training with the Police Chief at Anna Maria College
- Attended the Quarterly Emergency Management Directors meeting in Holden
- The Fire Department Capital Plan was submitted on 12/18
- Lt. Kokernak and I participated in a table top drill with DCR and Pan Am Railroad at the DCR facility in West Boylston on 12/16
- The Firefighter and EMS Associations held their annual holiday party at the 8-Point Sportsman's Club in 12/17
- Attended several monthly local area, district and state chiefs meetings

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<b>Incidents for Period:</b>	Oct.:	85	(26 Fire / 59 Medical)
	Nov:	78	(29 Fire / 49 Medical)
	Dec.:	<u>93</u>	(31 Fire / 62 Medical)
	Period Total:	256	
	Annual Total:	<b>1136</b>	

**Major Incidents for Period:** During this period the department responded to a fatal 2-alarm fire in Holden and several major accidents including Metropolitan Road on 10/30, Clinton Road on 10/31 and a fatal accident on I190 on 11/01. In October we responded to an extinguished barn fire on Central Ave that required overhaul and in November we responded to a reported house fire on Chace Hill Road that was contained to the chimney.

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**Fire Training for Period:**

**EMS Training for Period:**

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Oct.: Company Operations & NFPA 1410 Drills	Oct.: ALS / BLS Interface Refresher
Nov: Vehicle Fire Operations	Nov.: Infectious Disease and Infection Control
Dec.: Chimney Fire Operations	Dec.: Morbidity & Mortality Review

The chief also reported that the fire station has suffered damage due to roof issues caused by ice dams. The best course of action, to remedy the problem, may be to remove the dormers on the firehouse roof.

The Chairman publically commended the Fire Chief for his professionalism and ease of accessibility in coordinating the State of Emergency in conjunction with the Police, DPW and Town Administrator, due to the blizzard and subsequent snow episodes, in January.

Auditor Update

The Town Administrator reported that the Auditors have completed their field work but they are not ready to present their findings, at this time. The management letter will be available in Mid-March. The Auditors will be asked to present their findings at the March 25<sup>th</sup> meeting.

Sign Letter from Bond Counsel

One of the bond requirements was to identify whether Sterling intends to have any outside agencies renting or using the new Senior Center. The Town Administrator prepared a letter stating that the Senior Center will be managed and operated by the Town of Sterling and that the Town has no contract or arrangement, not applicable to the general public, under which a party, including any non-profit entity, is to have use of the Sterling Senior Center. VOTE: Chairman Patacchiola moved that the Board sign the letter. Selectman Cutler 2<sup>nd</sup>. Selectman Kilcoyne – Aye. Selectman Cutler – Aye. Chairman Patacchiola – Aye. Motion carried.

Web-site Postings

The Town Clerk's office reported that with the introduction of the new website in January , the individual boards and committee's had direct access to their own web page to upload their meetings and agendas. The law was inadvertently interpreted by the Clerk's Office, to mean the 24/7 website access meant total compliance with the Open Meeting Law. However, it was brought to the attention of the Clerk, at a recent conference, that the Town Clerk's Office must be responsible for ALL MEETING NOTICES including agenda's, minutes and public hearings. Therefore, all Boards and Committees will revert back to the original posting method, through the Town Clerk's office. The Attorney General's Office has been notified of the oversight and the steps taken to remediate it.

Sexual Harassment Officer Appointment

The Board announced that they seek a volunteer to serve in the capacity as Sexual Harassment Officer. The ideal candidate would be professionally qualified, such as an attorney, counselor, social worker, or probation officer and who is not otherwise connected to the Town government. Discretion and confidentiality are paramount for this position.

Snow Removal Deficit spending

The current deficit for snow removal, as of February 25, 2015, is \$51,517.40. After discussion: VOTE: Selectman Cutler moved that the Board authorize deficit spending by the DPW for deficit spending on snow and ice removal. Selectman Kilcoyne 2<sup>nd</sup>. Selectman Kilcoyne – Aye. Selectman Cutler – Aye. Chairman Patacchiola – Aye. Motion carried.

Closing date for Article Submission

After discussion: Selectman Kilcoyne moved that the closing date for submitting articles for the Annual Town Meeting will be Friday, March 13, at 11:00 am. Selectman Cutler 2<sup>nd</sup>. Selectman Kilcoyne – Aye. Selectman Cutler – Aye. Chairman Patacchiola – Aye. Motion carried.

Election Date 2016

The consensus of the Board is that they will address the school request to set the election date for 2016 at the next meeting. This will give the Town Administrator the opportunity to confer with the School's Business Manager, Joe Scanlon and Sterling's Facilities Technician, Tom Rutherford, regarding the substantial maintenance concerns that the Town has in regard to the school buildings.

Update Roof Repairs 1835 Town Hall

After discussion, the Town administrator was directed to submit proposals, at the next meeting, for

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Town  
Administrator's  
Report

the various methods of roofing the 1835 Town Hall building and the costs associated with it. The Town Administrator has received pricing for the lead abatement repairs to the South side of the 1835 Town Hall. The cost will be slightly higher than \$5000.00 to scrape and dispose of the lead and to prime the building and paint it one coat will be approximately \$10,000.00. However, the Town Administrator will request that the Sheriff's program provide the labor at no charge. The project will commence as soon as weather permits.

Discuss Ice Problem at Fire Station

The fire station is experiencing devastating problems due to ice dams. A company came in to shovel the excessive snow from the Fire Station roof at a cost of \$3000.00. Money was appropriated at last year's Town Meeting to address the ice issue. The solution may be to remove the dormers above the fire station doors. The roof will be structurally changed to alleviate future ice dam problems, as soon as weather permits.

Grant

The Town Administrator has received confirmation that the local technical grant from MRPC has been approved. An agreement will be executed between the MRPC and the Sterling Board of Selectman.

Handbooks

The Personnel Board has distributed copies of their new handbook and are meeting with Department heads to get input.

The Chairman called for a recess at 9:37pm in order to get clarification from the Town Administrator Search Committee. The chairman reconvened the meeting at 9:53pm.

Town  
Administrator  
Search  
Committee

The Chairman reported that the Town Administrator Search Committee had 3 potential candidates to present to the Board. However, one of the candidates has taken another position. The Search Committee requests direction from the Board of Selectmen. They want to know if the Board wants to proceed with two candidates. Chairman Patacchiola stated, for the record, that he would personally prefer three candidates from which to choose. However, if the Search Committee is requested to bring forth a third candidate, they reportedly will need another month to do so, since they would need to advertise and go through the process again. The two candidates that the Search Committee are presently recommending for consideration are Michael Szlosek (current interim administrator) and Michael Coughlin. After discussion: Selectman Kilcoyne moved that the Board consider the two candidates for the position. Selectman Cutler 2<sup>nd</sup>. After further discussion: VOTE: Chairman Patacchiola moved that the Board accept the recommendations of the Town Administrator Search Committee and proceed with the two candidates that the Search Committee has officially put forth. Selectman Kilcoyne 2<sup>nd</sup>. Selectman Kilcoyne – Aye. Selectman Cutler – Aye. Chairman Patacchiola – Aye. Motion carried.

Public Session:

Maureen Cranson, Chairman of the Senior Center Building Committee stood to publicly thank Sean Hamilton of the Sterling Municipal Light Department, Gregg Aubin of the Department of Public Works and Dave Favreau from the Board of Health for their input in the Senior Center building Project.

Adjourn

At 9:59 Chairman Patacchiola moved to adjourn the meeting. Selectman Kilcoyne 2<sup>nd</sup>. Selectman Kilcoyne – Aye. Selectman Cutler – Aye. Chairman Patacchiola – Aye. Motion carried.

*materials list: minutes, FY16 Budget draft, Auditor's draft report, Bond Company letter, New Website Info., Fire Dept Report, snow and Ice expense sheet, School budget draft*