

TOWN OF STERLING
BOARD OF SELECTMEN
March 1, 2017

MEETING:	Chairman Kilcoyne called the meeting to order at 7:02. Roll Call: Selectwoman Cranson - Present. Chairman Kilcoyne – present. Selectman Lane - present.
Minutes	<p>Selectman Lane moved to approve the public minutes of February 16, 2017, as written. Selectwoman Cranson 2nd. Selectman Lane – Aye. Selectwoman Cranson – Aye. Chairman Kilcoyne- Aye. Motion carried.</p> <p>Selectman Lane moved to approve the public minutes of February 22, 2017, as amended. Selectwoman Cranson 2nd. Selectman Lane – Aye. Selectwoman Cranson – Aye. Chairman Kilcoyne- Aye. Motion carried.</p>
Public Hearing Homestead Lane	<p>At 7:15 the Chairman called the Public Hearing to order. James Simpson addressed the Board. Here requests an article be placed on the Town Meeting warrant to have the Town accept Homestead Lane as a public road. Mr. Wilkinson of 16 Osgood Road had questions concerning the impact of the acceptance of Homestead Lane.</p> <p>Mr. Wilkinson explained that his current address is 16 Osgood Road. (His house is on the corner of Osgood and Homestead). He wanted to know if his address would legally change. Mr. Simpson explained that it is the purview of the Planning Board to assign addresses. Mr. Simpson explained that the frontage requirements for Mr. Wilkinson's lot are only met on the Homestead Lane side of his lot. Therefore, the Planning Board has assigned his legal address as 1 Homestead Lane. Mr. Wilkinson was concerned about having to change his legal address everywhere and stated that he would much prefer not to have to do that and also prefers to leave his mailbox on Osgood. The Board asked the Town Administrator to check into that possibility for Mr. Wilkinson.</p> <p>Mr. Wilkinson also asked if it will become the homeowner's responsibility to mow the grass in the 10 foot area at the road side that would become publicly owned. Mr. Wilkinson was told that the area should be maintained by homeowners since the DPW infrequently mows along the roadside in neighborhoods. In answer to another question, Mr. Wilkinson was advised that he may landscape up to the road at his own risk since legally the land would be owned by the Town.</p> <p>The Planning Board will send the road plan to the Select Board to forward for approval by Town Counsel. At 7:34 Chairman Kilcoyne moved to close the Public Hearing. Selectman Lane 2nd. Selectman Lane – Aye. Selectwoman Cranson – Aye. Chairman Kilcoyne- Aye. Motion carried.</p> <p>Selectman Lane moved to place the acceptance of Homestead Lane, as a public way, on the Town Meeting Warrant. Selectwoman Cranson 2nd. Selectman Lane – Aye. Selectwoman Cranson – Aye. Chairman Kilcoyne- Aye. Motion carried.</p>
Water Supply Discussion	The DPW Superintendent was unable to attend the meeting, due to illness. The subject will be discussed on March 22 nd .
Butterick Building working Committee	The consensus of the Board was that Selectwoman Cranson and Ross Perry will iron out the plans for future usage of the Butterick Building space and submit those plans to the Board, at a later meeting. It is the Board's goal to have funds appropriated at Town Meeting to afford renovations which may be necessary in the basement and other spaces of the Butterick Building to accommodate future space usage plans. Selectman Lane reminded the Board that the Butterick basement space may be required to accommodate the recreation department when and if the roof of the 1835 Town Hall is repaired/rebuilt per Town Meeting vote.

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Sign Bylaw Update	Selectman Lane reported the Sign Bylaw will not be ready for the Annual Town Meeting. After discussion, the consensus of the Board that it would be prudent to utilize the assistance of the MRPC, without excluding the Sign Bylaw Committee, to put together a Sign bylaw to be presented at the next Town Meeting. This will be considered in more detail after the 2017 Annual Town Meeting.
Building Closure Policy	After discussion, the Board requested that the Building Closure policy be further amended to remove the portion that links school delays with Municipal Buildings. Mr. Perry will amend the policy and resubmit it for approval at a future meeting.
Annual Reports	The Town Administrator will not write an annual report to be included in the town warrant. Chairman Kilcoyne will make some changes to his original draft. Selectman Lane moved to authorize John Kilcoyne to submit the annual report on behalf of the Board. Selectwoman Cranson – 2 nd . Selectman Lane – Aye. Selectwoman Cranson – Aye. Chairman Kilcoyne- Aye. Motion carried.
Housing Authority Vote/Appointment	The Board accepted the resignation of Ann Kokernak from the Housing Authority and publicly thanked her for her service. There is some conflicting information regarding the appointment or election of a replacement for Mrs. Kokernak due to a law that was enacted in 2014. The Town Clerk will further research whether this vacancy can be filled and the process that must be followed.
Appointments	Chairman Kilcoyne moved that Ross Perry be appointed as the Procurement officer (term end 6/30/17), Energy Committee member (term end 6/30/2018), Sexual Harassment Officer (Term end 6/30/2017) and Hearing Officer (term end 6/30/17). Selectman Lane 2 nd . Selectman Lane – Aye. Selectwoman Cranson – Aye. Chairman Kilcoyne- Aye. Motion carried.
Auto Policy	After discussion, the consensus of the Board was that they wish to establish a vehicle policy which would track the Municipal vehicles within the Town. Vehicles being replaced would either be sold or offered as surplus equipment through this policy. The Board is concerned about inter-departmental vehicle “gifting”. They want to establish a policy that would be fair, cost effective and transparent. They also wish to make decisions as a Board on increases in insurance inventory. It is their goal to establish a surplus policy to be included in the 2018 Town Meeting warrant.
TA Report	<p>Town Administrator Ross Perry reported:</p> <ul style="list-style-type: none">• He will meet with Treasurer, Accountant, and Finance Committee Chair on March 9 at 2:00 to look at FY 18 revenues and the overall budget after the Saturday budget review with the department heads.• The Fire Department union asked to open negotiations for the contract due to expire on 6/30/17. The initial meeting is scheduled for Wednesday 3/8 at 10:00.• He requested direction regarding whether the Board prefers to include in the Dispatch, Fire, and possibly the Police wages line item, for the FY18 Budget, a reasonable number representing a target agreement or to level fund at the current rate? The consensus of the board was that they do wish to include some funding for the purpose.• D-E Corporation advised on the steps necessary to adjust the HVAC system at the Senior Center. Money in the original building budget will cover any of these costs.• D-E Corp will also provide information needed to finalize the bid package for the Library HVAC system and to conduct a preliminary review of the Butterick Building HVAC system. Since the current Library HVAC system is costly, due to frequent repairs and the bid package for the library is nearly complete, the recommendation of the Town Administrator is that the cost for the Library HVAC system be included in the FY 18 warrant and the Butterick HVAC replacement system be placed on the FY 19 budget.

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	<ul style="list-style-type: none">• A Dept. Head meeting will be held on Tuesday, March 7 at 9:30• The Town Administrator will meet with the Insurance Advisory Committee next week, Tuesday at 10:30 at the Fire Station to start the process of reviewing the municipal health insurance plan and contract extension or re-bidding options.• After a couple meetings with the IT Committee, they agreed to support the Guardian proposal to install much needed back up servers, a high speed network switch, and a meshed Wi-Fi network. It is proposed to fund this expense from the allocated funds of an earlier town meeting warrant and the balance to be appropriated through a new warrant article this year. This will provide some resiliency to the existing network and provide some time before a long term solution is implemented. It still leaves the town building without a backup email or an archive and retrieval email solution. The consensus of the Board is that they wish to consider drafting an article that would financially support the "long term solution" in FY18, rather than wait another year. They will meet regarding this issue on Monday, March 6 at 8:30am• The Town Administrator is looking for direction from the Select Board regarding the 1835 Building. Members of the 1835 Town Hall have requested a survey regarding the future of the building. However, the final consensus of the Select Board was that surveys are not binding, while votes at Town Meeting ARE binding. So, they proposed that the Town warrant include 3 articles, regarding the future of the 1835 Town Hall. One article will give the residents the ability to vote for funds to maintain the building only (i.e. Roof and structural requirements). Another article will request funding to fix the roof and structure as well as upgrades which would be necessary to bring the building into compliance. The last article will ask the voters if they wish to sell the building.• On Tuesday, February 28th, the Town Administrator, with Selectman Cranson and Lane attended the Joint Town and School meeting in Rutland. All five towns have significant school budget concerns. Those attending on Sterling's behalf, pushed back on the school budget, as a 7.4% annual increase for Sterling is not affordable this year and it is not sustainable long term.• Per Anne Cervante's conversation with Town Counsel, a Town meeting vote is required to authorize the Selectmen to sell the Hardscrabble Road parcel. A bid for buyers can proceed with the stipulation that it is contingent upon an affirmative vote of town meeting.• Insurance costs are scheduled to be negotiated next week <p>Selectwoman Cranson reported that the Senior Center has an online survey available to the public. They are looking for input as to what people would like to see offered at the Senior Center.</p> <p>No one spoke at public session.</p>
Public session	Selectman Lane moved to adjourn at 8:46. Selectman Lane 2 nd . Selectwoman Cranson – Aye. Selectman Lane – Aye. Chairman Kilcoyne - Aye. Motion carried.
Adjourn	

Materials: minutes, PH materials, snow day policy draft, Housing Authority Guidance