

TOWN OF STERLING
BOARD OF SELECTMEN
October 31, 2018

MEETING:	Chairman Lane called the Board of Selectmen meeting to order at 9:30 am. Roll Call: Selectman Kilcoyne – Present. Selectman Cranson – Present. Chairman Lane – Present.
Minutes	Town Administrator, Ross Perry – present Executive Assistant, Kama Jayne - Present Selectman Cranson moved to approve the public minutes of October 17, 2018, as written. Selectman Kilcoyne 2 nd . Selectman Kilcoyne – Aye. Selectman Cranson – Aye. Chairman Lane – Aye. Motion Carried.
Street Light Requests	Selectman Cranson moved to approve the executive minutes of October 17, 2018, as written, not to be released until the issue is resolved. Selectman Kilcoyne 2 nd . Selectman Kilcoyne – Aye. Selectman Cranson – Aye. Chairman Lane – Aye. Motion Carried.
Town Planner	The Town has received requests for street lights on Hardscrabble Road and North Row Road. The Chief of Police reported that while he acknowledges that both areas are dark, there were no specific public safety concerns that would warrant additional lighting at either of these places. The State is planning on making substantial upgrades to the intersection near North Row Road and Pratts Jct. Since this project is set tentatively for this coming spring, the Board is hesitant to fund additional Town lighting in that area. However, they have requested an estimate be provided by the Sterling Municipal Light Department to see how much it would cost to have a light installed. Hardscrabble road is a dead end road with few houses. It has never had town lighting and the consensus of the board is that it would be most appropriate for the residents place their own lights on their properties. However, they Board will take no action on either case until it hears back from the Light Department.
Establish Sidewalk working Group	The Board was formally introduced to and welcomed, Domenica Tatasiore. She is the new Town Planner. She has 20 years of experience and plans to be involved with policies, planning and development for the betterment of the Town. Her employment began on October 29 th .
EDC Appointment	The consensus of the Board was that they would like the Town Administrator to establish a working group that would assist him in putting together a “shovel ready” plan for the center of town that would make the sidewalks ADA compliant and would place the overhead utilities underground. Therefore, the TA will put together a group consisting of members from the following; DPW, EDC, Local Businesses, Light Department, Master Plan Committee, and resident(s). They will start by reviewing and updating the plans that were proposed in 2012 and they will also work on getting cooperation from Verizon.
CSX Update	After discussion, Selectman Kilcoyne moved to appoint Keith Cordial to the Economic Development Committee. Selectman Cranson 2 nd . Selectman Kilcoyne – Aye. Selectman Cranson – Aye. Chairman Lane – Aye. Motion Carried. Mr. Cordial's term will expire on June 30, 2021.
Senator Tran	The Town Administrator reported that he has been in contact with the CSX Roadway Crossing Maintenance Director and has been assured that the CSX crew will be in Sterling within a couple of weeks. They will make repairs to the Pratt's Junction and Albright road crossings. (These intersections have been so problematic that the Sterling DPW has had to make temporary repairs to mitigate dangerous situations.)

Senator Dean Tran met with the Board. He reported that he has been able to procure \$25,000.00 in the FY2019 budget for the Town of Sterling to use toward the implementation of the Electronic permitting system. He is also supporting Representative Naughton in his endeavor to secure additional funding, for the E-permitting implementation.

Senator Tran was also able to secure \$15,000.00 in Capital Bond funding to be used toward repairing the HVAC system in the Butterick Municipal Building. The funds will be released early next year. He urged the Board to keep him informed about projects that require funding in the future.

The Board stated that they may need his assistance to effectuate the release of \$1,000,000.00 in bond funding to be used toward the betterment of the Town Beach.

They also requested that he check with MASSDOT to find out when the State intends to commence work on the intersection of North Row Road and Route 12.

The Senator was invited to attend the Veteran's Day Parade to be held at 1:00 on Nov. 11.

Roundabout
Maintenance

The Town Administrator has contacted the State Highway Maintenance Department. He has notified them that the Roundabout requires landscaping and long term maintenance. Adopt a Highway is not an option because the law prohibits participants in the program to cross busy roadways. Therefore, the Town Administrator will continue to work with the State to iron out maintenance for the roundabout and he will also inform them that several signs need to be replaced.

Land Use
Agreement

The Town Administrator worked with Richard Traina of 44 Main Street to establish a mutually amenable agreement that allows Mr. Traina non-exclusive use of the Town owned land behind his building, while assuring that the Town is not held liable. The Town Counsel has reviewed the agreement. Mr. Traina has signed the agreement. After discussion, Selectman Cranson moved to sign the Release of Claims, Indemnity and Hold Harmless agreement between Richard Traina and the Town of Sterling. Selectman Kilcoyne – 2nd. Selectman Kilcoyne – Aye. Selectman Cranson – Aye. Chairman Lane – Aye. Motion Carried.

Bylaw discussion

It was the consensus of the Board that they would like to update/rewrite the Earth Removal Bylaw as well as the Town Sign Bylaw, so that they may be presented to the voters. Meetings regarding these topics will be posted. Committees will be appointed. Time lines will be established. The committees will employ the expertise of the MRPC and KP Law.

Alcohol Licenses

Bylaw changes may be presented to the residents at a Special Town Meeting.

Selectman Cranson moved to approve the one day alcohol request for the Eight Point Sportsmen Club, 147 Beaman Road, for a family event on November 10 from 1:00 – 7:00. Selectman Kilcoyne 2nd. Chairman Lane – Aye. Selectman Kilcoyne – Abstained. Selectman Cranson – Aye. Motion Carried.

Selectman Cranson moved to approve the one day alcohol request for Kathleen O'Neil for the 228 LLC on November 4th from 10:00am – 4:00pm for a dinner, for a bridal shower. Selectman Kilcoyne 2nd. Chairman Lane – Aye. Selectman Kilcoyne – Aye. Selectman Cranson – Aye. Motion Carried.

Selectman Cranson moved to approve the one day alcohol request for Alysha Metcalf for the 228 LLC on November 16th from 3:00pm – 10:00pm for a dinner, for a dinner. Selectman Kilcoyne 2nd. Chairman Lane – Aye. Selectman Kilcoyne – Aye. Selectman Cranson – Aye. Motion Carried.

Selectman Cranson moved to approve the one day alcohol request for Karin Gould for the 228 LLC on November 18th from 10:00am – 5:00pm for a dinner, for a baby shower. Selectman Kilcoyne 2nd. Chairman Lane – Aye. Selectman Kilcoyne – Aye. Selectman Cranson – Aye. Motion Carried.

TA report

Boundaries:

The Town of Princeton invited the Sterling Selectmen to witness the perambulation of the mutual Town boundaries at a date to be determined, prior to the end of this calendar year. Any response the Board would like me convey to Princeton? (Consensus; At least one member of the Select Board will participate. Members from Open Space Implementation Committee, Conservation Commission and the Sterling Land Trust will be asked if they wish to participate. Residents, abutters and police will be notified of this procedure.)

Elections:

As of yesterday, the Town Clerk's office has processed 738 early voters, since Oct 22. Yesterday set a new daily record of 147 early voters. Most voters are able cast their votes without any waiting. Barbara deserves a lot a credit for setting up the new, State approved, early voting room and process. They only need two extra people to staff the polls. The early voting is open today until 5:00, Thursday until 8:00 PM, and Friday until 11::30 AM.

WRSD is planning their 2019 & 2020 school calendar. To help them maintain building security, they are asking the Town to confirm plans for 2020 local elections. The Town Clerk has confirmed that Sterling usually holds local elections on the 2nd Monday in May. This will be May 11, 2020. (Board Consensus – in favor)

The Town Clerk also noted the Presidential Primary is currently scheduled for Tuesday March 3, 2020. If the Board agrees, I'll respond to the letter the School sent to Chairman Lane with these dates. (Board Consensus – in favor)

Basement:

There is a need to create storage space for some of the Board of Health's expensive emergency response supplies. These supplies need to be secured in a lockable – climate-controlled space without the high heat extremes where they are currently stored in the boiler room. There a proposal to create a closet at the end lower level hallway, essentially under the 1st floor vault. The cost is estimated at \$2,500 including electrical changes. There are funds left in the 2nd basement warrant article (\$3,195) to cover this cost. If the Board agrees, we'll start this project. (Consensus – in favor)

Draft Future Agendas:

11/5/18 6:00 PM

- Joint meeting with Fin Com to discuss FY 20 budget message for regional budget round table in Holden on Nov. 8th.

Public Session

11/14/18

- Annual Tax Classification Hearing
- Approve road closure for holiday tree lighting
- Approve road race for Recreation
- Review and approve Financial Policy Manual

Adjourn

No one spoke at public session.

- New key fobs will be distributed for the Town Hall.
- The DPW Board will be invited to a meeting to discuss drainage and road repair issues in Town.
- Chairman Lane read a thank you letter from Tallahassee Florida Thanking the SMLD workers that came to assist after Hurricane Michael. The Board praised the continued efforts of the Light Department for their compassionate response to others in need.

At 11:10 am, Selectman Cranson moved to adjourn the public session. Selectman Kilcoyne 2nd. Selectman Cranson - Aye. Selectman Kilcoyne – Aye. Chairman Lane– Aye. Motion carried.

Selectmen's Meeting Minutes
October 31, 2018

Materials: minutes, St. Light request, volunteer application, land use agreement, ERB bylaw changes, one day alcohol licenses