

TOWN OF STERLING  
BOARD OF SELECTMEN  
May 23, 2018

MEETING:	Chairman Cranson called the Board of Selectmen meeting to order at 6:30 pm. Roll Call: Selectman Kilcoyne – Present. Chairman Cranson – Present. Selectman Lane – Present.
Minutes	Selectman Kilcoyne moved to approve the amended minutes of May 9th, 2018, as written. Selectman Lane 2 <sup>nd</sup> . Selectman Lane – Aye. Selectman Kilcoyne – Aye. Chairman Cranson – Aye. Motion Carried.
Reorganization of Board	<p>After discussion, Selectman Kilcoyne moved to appoint Richard Lane as the Chairman of the Board, and to appoint Selectman Cranson as Clerk. Selectman Lane 2<sup>nd</sup>. Selectman Kilcoyne – Aye. Selectman Cranson – Aye. Selectman Lane – Aye. Motion carried.</p> <p>Chairman Lane moved to appoint Selectman Kilcoyne as Vice-Chairman of the Board. Selectman Cranson -2<sup>nd</sup>. Chairman Lane – Aye. Selectman Kilcoyne – Aye. Selectman Cranson – Aye. Motion carried.</p>
Recognize Scholarship recipients	Theresa Page and Danielle Purinton were unable to attend. However, Erin Fitzpatrick appeared before the Board of Selectman. The Board thanked her for her community service, congratulated her on being a scholarship recipient and wished her continued success.
Appoint Glenn Donaldson to Recreation Committee	After discussion, Selectman Kilcoyne moved to appoint Glenn Donaldson as a member of the Recreation Committee with his term to expire on June 30, 2023. Selectman Cranson 2 <sup>nd</sup> . Selectman Kilcoyne – Aye. Selectman Cranson – Aye. Chairman Lane – Aye. Motion carried.
Food Truck Discussion	The Board discussed the requirement of “mobility” with the current food truck vendors. Lorna Jean Felix has no issues with the requirement, since she drives her food truck to its location. The Lowes, of Stix and Pux, reported that it would be cumbersome for them to move their truck and ultimately requested that they be required to move their truck only once per year. The Berubes requested that they only need to register the truck but not be required to move it. The vendors were, again, encouraged to contact the Town Administrator if they come up with fresh ideas regarding food truck permits. The Board will make changes to the proposed requirements at a later meeting.
Process for nuisance/vacant properties	The following agents and board members were invited to attend this discussion; Building Commissioner, Board of Health, Conservation, Economic Development Committee, Fire and Police. The Economic Development Committee has established a sub-committee to deal with Nuisance/Distressed properties that may hinder the EDCs efforts to draw in more revenue through business and industry. Further concerns for these properties include; image, hazards, health concerns, and decreased property values. The officials, who were present, were encouraged to contact the owners of nuisance/distressed properties, via letter to offer assistance in addressing potential issues. The Board of Selectmen are seeking a partnership with these property owners, that includes a time frame, so that the properties can be brought up to desired condition and the Town does not have to pursue legal avenues.
Complete streets program	The Town Administrator explained that the State is encouraging adoption of the Complete Streets Program. A complete street is one that provides safe and accessible options for all modes – walking, biking, transit, and motorized vehicles – for all people of all ages and abilities. Designing such streets contributes toward the safety, health, economic viability and quality of life in a community. MassDOT encourages community support of this program. Those communities that adopt the Complete Streets Program will be eligible for funding through MassDOT in order to implement Complete Street's best

practices. The Planning Board will be invited to consider this program and the Town Administrator will research the process that is required for the Town to participate.

Town Operation  
Manager job  
description

The Town Operation Manager position was approved at Town Meeting. This will be a part time, 24 hour per week position. The Town Administrator will coordinate with the operational manager to address projects, direction and duties. The position will be posted internally for 14 days. If the position is filled from within, it will not be advertised to the general public. Selectman Lane moved to approve the proposed Town Operations Manager job description. Selectman Kilcoyne – 2<sup>nd</sup>. Chairman Lane – Aye. Selectman Kilcoyne – Aye. Selectman Cranson – Aye. Motion Carried.

One day alcohol  
licenses

After discussion, Selectman Cranson moved to approve the request for a one day license for Jeff Baron and Dawn Vear through the 228 LLC for June 3<sup>rd</sup> from 10:00 – 4:00pm for a bridal shower. Selectman Kilcoyne 2<sup>nd</sup>. Chairman Lane – Aye. Selectman Kilcoyne – Aye. Selectman Cranson – Aye. Motion Carried.

TA Report

Town Administrator Report

Facilities:

The Lower Level project is 99.9% done. The Board of Health, Facilities, and Conservation Commission offices moved in last week. The Town Account's office moved into the vacated BoH space on the second floor. Everyone has worked hard to make this move happen and special thanks to Facilities Manager Tom Rutherford. As the offices prepared for moving and after checking with the State's Record Retention department, a lot of obsolete files were thrown out or set aside for shredding, later this month.

Project funding:

A few weeks ago, Senator Tran's office called and asked for a list of Sterling projects that could use State funding. I provided a list of several projects ranging from \$40,000 to \$1.2M. His office called yesterday asking for more details on one of the projects, Online permitting (aka e-Permitting) and indicated they are including \$25,000 in a budget amendment for Sterling.

The 1835 Committee was successful in their Cultural Facilities Grant application and received notification last week that they will be awarded \$100,000. This is now the 2<sup>nd</sup> grant the Town has received for the work planned on the 1835 Town Hall building.

**Economic Development:**

Two members of the EDC and I attended a North Central Mass Development Corporation meeting in Fitchburg. The Town Planner from Hudson and Secretary Jay Ash were the main speakers. Hudson's town center rejuvenation was discussed and some of the main triggers included:

- Building Façade improvement program
- The Formation of an Historic District
- Building the rail trail through town using a combination of funding sources (TIF, Local)
- Restaurant and brew pub
- Updating and implementing aspects of their master plan
- Parking study, a decision not to impose parking fees, and to eliminate parking space requirements for down town businesses.
- Using Mass Works funding for sidewalk repair.
- Town center events; farmers market, Hudson Feast, Piano program
- Forming a BID; Business Improvement District, to collect additional taxes from local businesses. These funds would be used for various town center improvements.
- Developed regulations to allow outdoor dining.
- Sidewalk improvements

Public session

- Mixed use zoning

**Draft Future Agendas:**

5/30/18 (Brief meeting at 10:00 AM)

- Approve and Sign Employment contracts and CBA amendments
- Review and award 1835 Town Hall contracts

6/13/18

- Recognition of Madeline Roy as recipient of Girl Scout Gold Award
- Update Liaisons to Board and Committees
- Approve Bike Race for Berkshires to Boston Bike Tour in September

Rosanne Mapp requested information regarding the start date for the road re-surfacing and bridge repair on Route 190. Elaine Heller was in the audience and able to report that the start date is expected this summer with an end date in 2021. Ms. Mapp also asked if the Sign Committee would be resurrected. Selectman lane reported that the Sign Committee had not been re-appointed due to non-participation of the members. Selectman Lane stated that he would be willing to spearhead the effort again, as long as members attended scheduled meetings and assisted in the process.

**PSAs**

Memorial Day parade will begin at the Hillside cemetery at 11:00 on May 24.  
The Board thanked the Veterans for their service.

Adjourn

At 8:44, Selectman Kilcoyne moved to adjourn. Selectman Cranson 2<sup>nd</sup>. Chairman Lane – Aye.  
Selectman Kilcoyne – Aye. Selectman Cranson – Aye. Motion Carried.

Materials: Agenda, Minutes, volunteer application, Food Truck Draft, Complete Streets introduction, Operations Manager Job description, one day alcohol request, TA report