

TOWN OF STERLING
BOARD OF SELECTMEN
June 13, 2018

MEETING:	Chairman Lane called the Board of Selectmen meeting to order at 6:30 pm. Roll Call: Selectman Kilcoyne – Present. Selectman Cranson – Present. Chairman Lane – Present.
Minutes	Selectman Cranson moved to approve the minutes of May 23 rd , May 30 th and June 6 th , as written. Selectman Kilcoyne 2 nd . Selectman Kilcoyne – Aye. Selectman Cranson – Aye. Chairman Lane – Aye. Motion Carried.
Town Planner discussion with Planning Board	John Santoro, Chairman of the Planning Board and Mike Pineo, Vice-Chairman of the Planning Board met for discussion with the Board of Selectmen to discuss the Town Planner position that was approved at the Annual Town Meeting. The Planning Board believes that the Town Planner should answer to the Planning Board. However, the Board of Selectman believe that the best course of action is to have joint oversight. They reasoned that Mr. Perry is on-site daily and well aware of the Boards and Committees that would benefit from the leadership of a Town Planner. Therefore, they adamantly support the Town Administrator as the person to whom the Town Planner should report. Mr. Perry offered to work with the Planning Board to write a job description for this new position. Judy Barrett, the Master Plan adviser, will be asked for input and verbiage from other Towns, that have an effective Town Planner on Board, will be considered.
Gold Award	<p>Madeline Roy addressed the Board. She recently achieved the Gold Award from the Scouts. The project that Madeline chose to earn this prestigious award was to introduce self-defense to the people of Sterling and surrounding communities. She held free classes at the First Church in Sterling and the 1835 Town Hall building and distributed step by step manuals on self-defense tactics. The instruction manuals are available at the Sterling, West Boylston and Clinton Public libraries. She also created a self-defense poster for the locker room at the High School. Madeline advocates for safety by reminding people to;</p> <ul style="list-style-type: none">• Be aware of your surroundings at all times (especially if you are traveling alone)• Stay away from ill lighted areas• Pay attention to places where attackers can easily hide (under cars, in underbrush and in dark areas)• Be prepared to defend yourself• Don't be afraid to make NOISE. (Your voice can be a powerful deterrent would be attackers who do not want to draw attention to themselves)
Appointment to Finance Committee	<p>The Board of Selectmen presented an award to Madeline and congratulated her on her accomplishments and service to the community.</p> <p>This agenda item will be considered a the next meeting</p>
Approval of Mobile Vendor's license for Top Dog	<p>After discussion, Selectman Cranson moved to approve the request from Leonard Dattis, from Top Dog for his annual Common Victualer License. Selectman Kilcoyne – 2nd. Selectman Kilcoyne – Aye. Selectman Cranson – Aye. Chairman Lane – Aye. Motion Carried.</p> <p>After further discussion and confirmation that Mr. Dattis had all of the required documentation for this Mobile Food Vendor permit, Selectman Cranson moved to approve the request from Leonard Dattis/Top Dog for a mobile food vendor permit to operate Monday through Sunday at Lake Waushacum, 1 Hall Ave. and also for him to operate at 10 George Peaso Lane on June 16th for the RF Flyer's open house event. Selectman Kilcoyne – 2nd. Selectman Kilcoyne – Aye. Selectman Cranson – Aye. Chairman Lane – Aye. Motion Carried.</p>

Selectmen's Meeting Minutes

June 13, 2018

Update liaisons	<p>After discussion, the Board decided to keep the liaison duties that were decided upon last year. Therefore, the liaisons will continue as follows;</p> <p>Police/Fire/Emergency Management – Selectman Lane</p> <p>DPW/Water/Light – Selectman Lane</p> <p>Personnel/Labor Relations/Insurance Advisory Committee – Selectman Kilcoyne</p> <p>Finance/Capital/Accounting/Treasury – Selectman Kilcoyne</p> <p>Senior Center Building/COA – Selectwoman Cranson</p> <p>Facilities: School Buildings/Town Buildings – Selectman Kilcoyne</p> <p>Planning Board/ Zoning Board/Earth Removal – Selectman Kilcoyne</p> <p>Economic Development – Selectwoman Cranson</p> <p>Board of Health - Selectwoman Cranson</p>
Bike race approval	<p>After a discussion with Gary Grear, representative for the Berkshires to Boston Bike Tour, Selectman Cranson moved to approve the request for the Bike Event Application for September 14th. Selectman Kilcoyne – 2nd. Selectman Kilcoyne – Aye. Selectman Cranson – Aye. Chairman Lane – Aye. Motion Carried.</p> <p>Mr. Gear whole heartedly thanked the Sterling Fire Department for acting as ambassadors for the Town of Sterling and for serving as a host to the riders over the past four years. He reported that it is a “highlight” for the riders to be treated kindly as they pass through Sterling. There will be approximately 150 riders. The oldest rider expected to participate is 89 years old. The police department has been contacted regarding this event and the Chief reportedly has no concerns. Signage for the event will be placed about 1 week prior to the event and removed on the day of the race.</p>
Year-end transfers	<p>The following Departments requested that they be approved to transfer funds from one line item to another within their departments;</p> <p>Ambulance wages to ambulance expenses (for ambulance repair) - \$5000.00. Selectman Kilcoyne moved to approve this request. Selectman Cranson 2nd. Selectman Kilcoyne – Aye. Selectman Cranson – Aye. Chairman Lane – Aye. Motion Carried.</p> <p>Police expenses to Animal control expenses - \$500.00. Selectman Kilcoyne moved to approve this request. Selectman Cranson 2nd. Selectman Kilcoyne – aye. Selectman Cranson – Aye. Chairman Lane – Aye. Motion Carried.</p> <p>DPW wages to DPW expenses – \$9,500.00. Selectman Kilcoyne moved to approve this request. Selectman Cranson 2nd. Selectman Kilcoyne – Aye. Selectman Cranson – Aye. Chairman Lane – Aye. Motion Carried.</p> <p>These transfers are contingent upon approval of the Finance Committee.</p>
Vacation planning	<p>During discussion the Town Administrator reported that he will be on vacation during the July 11th meeting. The Chairman, Rich Lane, will be on vacation during the scheduled August 11th meeting. The Chairman Lane requested that the meeting be cancelled unless there is business that cannot wait. The Board is amendable to that request.</p>
One Day Licenses	<p>Larry Davis and Nicholette Sacco addressed the Board regarding their request for one-day alcohol permits for the Mega Maze Festival in the fall. They reported that ;</p> <ul style="list-style-type: none">• All servers are tip certified• There is a 4 drink maximum per person• Wrist bands, with pull tabs, are required. These effectively limit each person to the 4 drink maximum• Alcohol cups are identified by color so that no alcohol is allowed to leave the designated area• There is a fence that delineates the area where drinking is allowed

- Alcohol is served in conjunction with food
- No complaints were received last year

Selectman Cranson reported that she works for Davis Farmland but her employment would not be impacted if the Board approves or disapproves the request for one-day alcohol licenses. The Board did not consider Selectman Cranson's employment to be a conflict.

Selectman Cranson moved to approve the requests one day alcohol permits for beer and wine for the Davis Farmland Mega Maze Festival for all Fridays, Saturdays and Sundays from September 14th through October 28th and Monday, Columbus day, October 8th. The hours of operation will be 11:30 am – 9:30 pm. Selectman Kilcoyne – 2nd. Selectman Kilcoyne – Aye. Selectman Cranson – Aye. Chairman Lane – Aye. Motion Carried.

Public session

No one spoke at public session.

TA Report

Town Administrator Report :

- Job opportunity postings for COA's Operation Coordinator, Town Operation Manager, Rec Dept. Program Assistant, and DPW Seasonal Help have been posted
- The Town Administrator recognized Terry Murray, Assistant Collector, for her extra efforts to solve a problem and work with the Assessor's office to insure that real estate tax bills were completed and placed in the mail on time. This timely issuance of the tax bills has a significant impact on the Town's cash flow.

The next Master Plan meeting will be held on 6/21/18. Volunteers are needed to distribute poster style surveys. The question on the board to be displayed asks "What do you like best about Sterling"?

The Board congratulated the EMT/Firefighters James Emerton and Jamieson Shea along with Call EMT, James DiVirgilio for their part in delivering a healthy baby girl on June 8th.

The town beach opens on June 16th.

The Farmer's Market is held each Friday, weather permitting, from 3:30 – 6:00pm.

Executive session

At 8:03 Selectman Cranson moved to exit public session and to enter into executive session for exemption #3 for the purpose of discussing strategy with respect to collective bargaining or litigation, if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares. The public meeting will reconvene only to adjourn. Selectman Kilcoyne 2nd. Roll Call VOTE: Selectman Cranson - Aye. Selectman Kilcoyne – Aye. Chairman Lane– Aye. Motion carried.

The Board proceeded to convene in Executive session.

Adjourn

At 8:39, Selectman Cranson moved to exit executive session and to reconvene in public session. Selectman Kilcoyne 2nd. Roll Call VOTE: Selectman Cranson - Aye. Selectman Kilcoyne – Aye. Chairman Lane– Aye. Motion carried.

At 8:40, Selectman Cranson moved to adjourn. Selectman Kilcoyne 2nd. Selectman Cranson - Aye. Selectman Kilcoyne – Aye. Chairman Lane– Aye. Motion carried.

Materials: minutes, Common Vic. Application, Mobile Food Vendor Application, liaison list, Bike event application and information, Transfer requests, One day alcohol requests