

TOWN OF STERLING
BOARD OF SELECTMEN
July 25, 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	<p>Selectman Cranson moved to approve the amended minutes of June 13, 2018, as written. Selectman Kilcoyne 2nd. Selectman Kilcoyne – Aye. Selectman Cranson – Aye. Chairman Lane – Aye. Motion Carried.</p> <p>Selectman Cranson moved to approve the meeting minutes of July 11, 2018, as written. Selectman Kilcoyne 2nd. Selectman Kilcoyne – Aye. Selectman Cranson – Aye. Chairman Lane – Aye. Motion Carried.</p>
Appoint Joseph LaGrassa to COA	After Discussion, Selectman Cranson moved to appoint Joseph La Grassa to the Council on Aging Board. Selectman Kilcoyne 2 nd . Selectman Kilcoyne – Aye. Selectman Cranson – Aye. Chairman Lane – Aye. Motion Carried. His term will expire on June 30, 2021
Town Planner Posting	<p>The Board had sent the most recent draft of the Town Planner job description to all Board and Committee members, inviting them to participate in the discussion of said job description. Arden Sonnenburg addressed the Board and suggested that they consider someone who is a visionary who knows how to use mapping, GIS and cutting edge technology, including artificial intelligence. She was encouraged to write up the verbiage and submit it to the Town administrator who will incorporate it into the Job description draft that will be considered at the next meeting.</p> <p>Planning Board members, John Santoro, Mike Pineo and David Shapiro addressed the Board. They are not satisfied with the changes that had been made to the draft that was forwarded from the Planning Board. They are still adamant that the Town Planner should answer to the Planning Board rather than the Town Administrator. The Select Board members presented data and emails from other Towns in the Commonwealth that support the practice of having the Town Planner report to the Town Administrator.</p> <p>The Planning Board members were again invited to sit down with the Town Administrator to address their concerns regarding the proposed job description.</p> <p>Selectman Cranson moved to meet on Wednesday, August 1 at 9:00am to finalize this Town Planner job description/posting. Selectman Kilcoyne -2nd Selectman Kilcoyne – Aye. Selectman Cranson – Aye. Chairman Lane – Aye. Motion Carried.</p> <p>The Town Administrator reminded everyone that it is the goal of the Board of Selectmen to incorporate best practices and to implement what works best for the TOWN, not what works best for any particular Board or Committee.</p>
Beach Safety	<p>Recreation Director, Kristen Dietel and Chief Chamberland address beach safety. There have been occasions when young beach staff/lifeguards have felt unable to enforce rules at the beach, due to lack of respect.</p> <p>The Chief reported that officers drive by the beach, during their shifts, to make sure that all is well. Recently, the officers have made a point of stopping to engage in conversations with the beach staff so that they will feel more comfortable to call for back up. Beach personnel have been issued phones with which to contact the police in an emergency or for back-up. The Board thanked both the Chief and Ms. Dietel for keeping communication open and for working together toward solutions.</p>

Selectmen's Meeting Minutes

July 25, 2018

Memorial Tree	The Memorial Tree is no longer being considered for the beach location. It is going to be planted at the 8 Point Sportsmen's Club so that it will be accessible to everyone. Those in charge of this effort were concerned about the parking restrictions, for out of town vehicles, at the lake.
Status of FY18 Goals	<p>While the Board has made headway on many of the FY18 Goals, (listed at end of minutes) it wishes to carry over and continue to address the following;</p> <ul style="list-style-type: none">• Placement of a banner across Main Street• Town Property Usage policy• Monitoring of water supply and future sources• Town Charter (revisit Government Study report)• Maintain fiscal control on long term planning, and try to establish long term funding for future expenditures• IT Up-dates• Continue to improve communications between town offices/Boards and Committees• Infrastructure improvements• Another All Boards meeting in October to talk about goals and objectives
FY19 Goals	<p>The following were added as FY19 Goals;</p> <ul style="list-style-type: none">• Consider Community Preservation Act to acquire funding for projects• Support EDC in their mission to remediate the problem of distressed properties on Main Street• Investigate funding to support the manning of all offices for 40 hours per week• Solid plan for the usage of the 1835 Town Hall building• E-Permitting• Personnel bylaws/rules/regulations and to make comparisons with other towns to be certain that employees are being compensated competitively
TA Goals	<p>The Town Administrators goals are to ;</p> <ul style="list-style-type: none">• Implement BOS goals• Finish Financial policies• Support the Operations manager and Town Planner• Re-implement Performance review for employees• Develop a mechanism to recognize employee merit and longevity• Continue to pursue available grants
Letter to Planning Board	<p>On July 11th, 2018 the Planning Board forwarded a very critical and inaccurate letter to the Building Commissioner. The letter was also sent to the Board of Selectmen and Town Administrator. The Select Board stands behind Sarah Culgin, the Building Commissioned/Zoning Officer and commends her for doing a good and thorough job. Therefore, the Board of Selectmen wish to respond to the letter and make several points;</p> <ul style="list-style-type: none">• The Building Commissioner does not report to the Planning Board• It is in the best interest of the Town that all employees and volunteers be treated respectfully• The Board of Selectmen stand behind the Building Commissioner and believe that she is performing her duties per the expectations and requirements of the Town By-laws• The Board believes that ALL employees must provide unparalleled service to the residents of the Town• Answering questions in a courteous, respectful and helpful manner is the expected practice for all Town of Sterling Employees

	<p>The Board members will consider the wording of the proposed response letter and send suggestions to the Town Administrator. Selectman Cranson moved that the Board finalize the response letter at their August 1, 2018 meeting. Selectman Kilcoyne 2nd. Chairman Lane – Aye. Selectman Kilcoyne – Aye. Selectman Cranson – Aye. Motion Carried.</p>
One Day Licenses	<p>Selectman Cranson moved to approve the one day alcohol request for the Eight Point Sportsmen's Club on July 28th, 2018 from 5:00pm - Midnight for a Jack and Jill party. Selectman Kilcoyne 2nd. Chairman Lane – Aye. Selectman Kilcoyne – Abstained. Selectman Cranson – Aye. Motion Carried.</p> <p>Selectman Cranson moved to approve the one day alcohol request for the Eight Point Sportsmen's Club on July 29th, 2018 from Noon – 6:00pm for a Memorial Service. Selectman Kilcoyne 2nd. Chairman Lane – Aye. Selectman Kilcoyne – Abstained. Selectman Cranson – Aye. Motion Carried.</p> <p>Selectman Cranson moved to approve the one day alcohol request for the Eight Point Sportsmen's Club on September 29th, 2018 from Noon – 6:00pm for a Fundraiser. Selectman Kilcoyne 2nd. Chairman Lane – Aye. Selectman Kilcoyne – Abstained. Selectman Cranson – Aye. Motion Carried.</p>
Town Admin. Report	<p>Budgets:</p> <ul style="list-style-type: none"> The Holden Selectmen and Finance Committee are meeting Sept. 11th and have invited their counter parts from each member community to collaborate on a statement to the regional schools regarding FY 20 budget expectations and needs. <p>Prime Wellness Center:</p> <ul style="list-style-type: none"> According to John Glowik, they have finished all of their renovations and equipment installation and are ready to begin operations as soon as they receive their permit from the State. He offered the Board a tour of the facility any time after August 4th. <p>Use of Town Land</p> <ul style="list-style-type: none"> Lorna Felix, aka Lorna Jeans lobster truck signed the use and indemnification agreement covering the small amount of town land she uses for her mobile food truck at the corner of Bridge Street and Main Street. An agreement covering 44 Main Street (next door to the Butterick Building) is almost finalized. We are still working on agreement with the RC Flyers for use of Town land behind the police station. Work on the 1835 Building roof and ADA Lift has begun. <p>Draft Future Agendas:</p> <ul style="list-style-type: none"> Sign Primary Warrant Sign hold harmless agreement for Simpson Sign French Property Conservation Restriction – Johnson Road
Public Session	No one spoke at public session
Public announcements	<p>The Master Plan Committee continues to meet. The next meeting will focus on Housing and Residential Development. It will take place in room 205 on August 16 at 6:30.</p> <p>The concert for this evening was postponed until tomorrow night.</p> <p>The Friends of the Seniors will hold a pancake breakfast of Friday.</p>

Executive Session

At 8:33, Chairman Lane requested a 5 minute recess, prior to the Executive Session.

At 8:39 Selectman Cranson moved to convene in executive session for exemption #3 for the purpose of discussing strategy with respect to litigation, if an open meeting may have a detrimental effect on the litigating position of the public body and the chair so declares. (Chairman Lane declared) And that the meeting will reconvene in public session only to adjourn. Selectman Kilcoyne 2nd. Roll Call VOTE: Selectman Kilcoyne - Aye. Selectman Cranson – Aye. Chairman Lane – Aye. Motion carried and the Board proceeded into Executive session.

Adjourn

At 9:18 pm, Selectman Cranson moved exit Executive session and to reconvene in public session. Selectman Kilcoyne 2nd. Selectman Kilcoyne – Aye. Selectman Cranson – Aye. Chairman Lane – Aye. Motion Carried.

At 9:19 pm, Selectman Cranson moved to adjourn the public session. Selectman Kilcoyne 2nd. Selectman Cranson - Aye. Selectman Kilcoyne – Aye. Chairman Lane– Aye. Motion carried.

BOS FY 18 Goals and Objectives

Goal #1 – Improve Communication between and within Town Government and Public.

- Re-institute town banner in at least one location, preferably two locations.
- Establish a current town employee as the press liaison responsible for distributing press releases on important town actions/activities.
- Assure Town activities and town entities are 1.) Aware 2.) Have access to town variable message boards and other communication tools.
- Improve internal communication
- Improve communications between Departments, Boards, and Commissions
 - Schedule Boards and Committees to meet with Select Board
- Upgrade and enhance Town's web site.
- Monitor and support WIFI implementation in local schools

Goal #2 – Establish a proactive economic development/construction/businesses procedure for entities looking to move or develop in Sterling.

- Initially, assign a current town employee or volunteer as an “ambassador” to help guide prospective developers/builders/businesses and improve ‘customer service’.
- Research and determine best “on-line” streamlined and expedited permitting process, then present at next ATM for funding.
- Establish a committee to review pertinent Bylaws and Zoning regulations and recommend changes which would assist in establishing a “friendly” economic development atmosphere for Sterling.
- Assist EDC with their goals and update of Master Plan.
- Budget for and hire a Town Planner
- Investigate infrastructure improvements, including sewer, parking, and property upgrade on Main Street.

- Establish strategy and policies for mobile food vendors. Update bylaws accordingly.
- Work with EDC, downtown merchants, and town departments for "Beautification of Downtown."

Goal #3 –Sterling (town wide) property usage policy and enhancements

- The Select Board controls all town property and should establish a clear, uniform and concise policy for the use of any town property.
 - Update and implement property usage policy.
- Establish definitive ownership of Town Common, to include finding or filing a proper deed, or MOU with the Church. This task should be assigned to the TA, and the TA should utilize any town employees which may aid him with this objective.
 - Notify, via letter, all persons/entities which may be affected by the usage policy to invite input/comment during the development stage of the policy.
- Determine and then implement Butterick basement usage plan.
- Complete 1835 Building roof project
- Complete Library HVAC project
- Obtain design and bid documents for Butterick HVAC replacement / upgrade.

Goal #4 –Establish a path to assure Sterling has reliable water source(s) for the future.

- Meet with Water Department to discuss any current plans.
- Involve the DCR/MWRA, explore Wachusett Reservoir usage.
 - Involve our state representatives to encourage MassDEP to re-assess Sterling's water withdrawal limits to reflect current (and future) development in Sterling.
- Identify a dependable future water source for the Town.

Goal #5 – Establish a Town Charter Research Committee

- Seek qualified volunteers to research the feasibility of establishing a charter for the town. The TA should be the Chair of this committee.
 - If feasible, the committee should establish a plan and timeline for the Charter to be completed, (including Home Rule Petition.) If not feasible document in a report as to why it is not feasible at this time.
 - Have the Committee report, to the Board of Selectmen, two months prior to the next ATM, their findings, (and timeline if applicable.)
- Review Government Study report and work on selected organizational improvements.

Goal #6 – Establish long range financial plan.

- Adopt and implement management letter recommendations and other appropriate financial controls
- Utilize State and local resources and work with Fin Com, Capital Investment Com, Treasurer Collector and Account to develop best practice financial guidelines and fund usage policies
- Address topics that improve the Town's credit rating.
- Work with School Administrations for long term budget sustainability

Goal #7 - Address Human Resource needs

- Update personnel bylaws
- Upgrade overall compensation plan, steps, grids, and review process
- Fill Treasure Collector position
- Consider need and funding for Town Planner and HR Administrative support

Develop additional funding sources for:

- Master Plan
- ADA upgrades for 1835 Building
- Sewer Feasibility Study
- Economic Development planning

Materials: minutes, volunteer application, FY18 Goals and Objectives, One day alcohol requests