

TOWN OF STERLING  
BOARD OF SELECTMEN  
March 8, 2018

MEETING:	Chairman Cranson called the Board of Selectmen meeting to order at 6:30pm. Roll Call: Selectman Kilcoyne – Present. Chairman Cranson – Present. Selectman Lane – Present.
Minutes	Selectman Kilcoyne moved to approve the amended minutes of February 21, 2018. Selectman Lane 2 <sup>nd</sup> . Selectman Lane – Aye. Selectman Kilcoyne – Aye. Chairman Cranson – Aye. Motion Carried.
Budget and Capital Requests	<p>The Town Administrator reported the following:</p> <p><b>FY 19 Budget Preparation</b> - Continues: (State of the Town)</p> <p><u>Estimated Revenues:</u></p> <p>WRSD: Estimated Chapter 70 including transportation and other adjustments \$29,442,693, up \$590,368, 2.0%</p> <p>Sterling Unrestricted General Gov. aid and other adjustments \$815,578 up \$25,686, 3.25%</p> <p>Local Revenues forecast at \$2,650,000, decrease of \$938,147, -3.4%</p> <p>Ambulance receipts forecast at \$300,000, decrease of \$22,053, -6.8%</p> <p>The Assessors are estimating additional revenues of \$175,000 due to new growth.</p> <p><u>"Savings" Accounts:</u> Free cash \$371,531; Stabilization \$746,889;</p> <p>Capital Investment \$4,054,437</p> <p><u>Budgeted Expenses:</u></p> <p>Total capital items: \$914,508, down \$134,160, -12.8%. Following the practice of 'pay as you go', the proposed funding is \$495,000 from Capital Investment Fund, \$366,000 from Free Cash, and \$53,000 from Raise &amp; Appropriate. No new borrowing is planned.</p> <p>Municipal operations: \$11,736,318, up \$655,522, 5.92%</p> <p>Total Budget including schools: \$23,915,506, up \$735,360, 3.17%</p> <p><u>Budget Highlights:</u></p> <p>Both schools' assessment increases much less than previous years; WRSD .9%, Monty Tech -2.1%</p> <p>Three new positions; part time Program Coordinator at COA; part time Town Operations Manager; full time Town Planner.</p> <p>Continue to make significant contributions to the OPEB trust fund with \$150,000</p> <p>Contributing \$100,000 to the Capital Investment Fund.</p> <p>Budgeting \$150,000 for the Stabilization Fund</p> <p>All of the above still leaves over \$600,000 in excess Levy Capacity. This represents the Town's ability to cover higher expenses in future years without requiring a prop. 2 ½ override.</p> <p>The Town has a strong financial position. The Town is investing in the necessary infrastructure and savings accounts. I'm recommending the Town invest in all municipal employees by increasing the wage and salaries an additional 1% for a total of 3% this year.</p> <p>There is little that a municipality can do for its employees, as there aren't bonuses, stock options, or profit sharing, as exists in the private sector. It's important to share the good times as well as the bad times.</p> <p>Implementing this one time increase of an extra 1% is calculated to have a net cost of \$48,956. This equates to 5 cents per 1000 tax rate increase or about \$16.00 per year to the average tax bill.</p> <p>The Finance Committee voted unanimously at their last meeting to support this 1% increase over the current budget. I ask the Board of Selectmen to also support this increase.</p> <p>Joe Sova and Everett Heller from the Finance Committee addressed this request, stating that the Finance Committee unanimously backs this request for the 1% increase.</p>

## Selectmen's Meeting Minutes

March 8, 2018

### Forest Cutting

Mr. Matt Marro, the Conservation Commission agent, updated the Board on the Plan to forest the Conservation land located on Hardscrabble Road. The Conservation plan is for Long term forest management which means that there is a planned management of the forest to achieve one or more of the following objectives; produce immediate and maximize long-term income, enhance wildlife habitat, improve recreational opportunities, protect soil and water quality, or produce forest specialty products. The Conservation Commission received bids for this project. At their last meeting, the Conservation Commission ratified the contract with Blanchflower Logging. This company will pay the Town of Sterling \$15,000.00. All proceeds go to the Conservation Trust fund. The consulting forester, supervising the work on behalf of the Conservation Commission, is Gary Gouldrup. The work will commence once the land has dried out. Mr. Marro also reported that the price of lumber is elevated. Therefore, the Conservation Commission will consider other forested property for harvesting, including the area behind the Butterick Building.

### IT Update

Brad Warren addressed the Board regarding IT. Since Guardian has taken over the IT services for the Town, the following has been accomplished:

- Internet speed has been drastically upgraded
- Four firewalls have been deployed
- Branch office VPNs have been created
- The IP schematics have been redesigned
- Free space has been achieved by decommissioning unneeded data
- Backup has been implemented
- A wireless mesh network has been deployed
- New server hardware platforms have been deployed
- Email has been migrated to the new system
- Recreation Department has had all computer functionality moved from Main Street to Park Street
- A 5 year IT Budget plan has been drafted
- The Sterling DNS records have been moved to the new Provider

The Board thanked Mr. Warren for his services and looks forward to a continued working relationship between Sterling and Guardian Information Technologies.

### Farmers Market

Dawn Hartnett and Mike Pineo requested that the Board approve the Farmer's Market for the 2018 season. Ms. Hartnett explained that the Market requires that Park Street be closed to vehicular traffic from 2pm – 7pm on those Fridays. After discussion, Selectman Lane moved to approve the Farmer's Market, to be held on the property in front of the Butterick building, from May 18, 2018 through October, 2018 and that Park street be closed to traffic between the hours of 2:00 -7:00 on those dates. Selectman Kilcoyne 2<sup>nd</sup>. Selectman Lane – Aye. Selectman Kilcoyne – Aye. Chairman Cranson – Aye. Motion Carried.

### Mobile Food Vendors

In an attempt to create appropriate regulations and policy, regarding mobile food vendors, the Board will amend the current draft, submitted by Selectman Lane. Current food truck vendors were invited to attend. They were encouraged to give feedback on the draft of the regulations and to take part in all future meetings regarding this effort. The Zoning Board of Appeals will no longer issue special permits for food trucks.

### Appointment to Open Space Committee

After discussion, Selectman Kilcoyne moved to appoint Charles Plaisted to the Open Space implementation Committee with his term to expire on 6/30/2021. Selectman Lane 2<sup>nd</sup>. Selectman Lane – Aye. Selectman Kilcoyne – Aye. Chairman Cranson – Aye. Motion Carried.

Selectmen's Meeting Minutes

March 8, 2018

Appoint  
Registrars

Recently, Sheila Hudson resigned as a Voter Registrar. The Clerk's office has requested that Melissa Chalmers, who currently serves as an alternate Registrar, be appointed to fill the position. After discussion, Selectman Lane moved to appoint Melissa Chalmers as a Registrar, with the term to expire on April 1, 2019. Selectman Kilcoyne 2<sup>nd</sup>. Selectman Lane – Aye. Selectman Kilcoyne – Aye. Chairman Cranson – Aye. Motion Carried.

After discussion, Selectman Lane moved to re-appoint Christine Arsenault as a Registrar, with the term to expire on April 1, 2021. Selectman Kilcoyne 2<sup>nd</sup>. Selectman Lane – Aye. Selectman Kilcoyne – Aye. Chairman Cranson – Aye. Motion Carried.

Marijuana Zoning  
bylaw

The Sterling Planning Board held a public hearing on Wednesday, February 28, 2018 for the purpose of amending the Town of Sterling Protective By-Laws, relative to Marijuana Establishments. The Planning Board voted to approve and submit the following article for the Annual Town Meeting scheduled for May 7, 2018. Therefore they submitted it to the Select Board for inclusion in the warrant:

*To see if the Town will vote to amend the Town's Protective Bylaws by adding a new Section 4.9B, **MARIJUANA ESTABLISHMENTS**, that would provide as follows, and further to amend the Table of Contents to add Section 4.9B, "Marijuana Establishments".;*

**Section 4.9B Marijuana Establishments**

*Consistent with General Laws, Chapter 94G, Section 3(a)(2), all types of non-medical "marijuana establishments" as defined in General Laws, Chapter 94G, Section 1, including marijuana cultivators, independent testing laboratories, marijuana product manufacturers, marijuana retailers or any other types of licensed marijuana-related businesses, shall be prohibited within the Town of Sterling.*

*Or take any other action relative thereto.*

The Board of Selectmen wishes to prepare for the possibility of non-passage of the proposed by-law, prohibiting non-medical marijuana establishments. Therefore, they have requested that the Planning Board also submit zoning bylaws that would accommodate these marijuana establishments should the proposed prohibition bylaw be defeated. To that end, the Planning Board will hold a public hearing on this issue and submit such an article. Both articles will be vetted by Town Counsel.

One day alcohol  
Licenses

After discussion, Selectman Kilcoyne moved to approve the one day alcohol licenses for the Eight Point Sportsmen's Club for March 10<sup>th</sup> from 3-6pm for a baby shower. Selectman Lane 2<sup>nd</sup>. Chairman Cranson – Aye. Selectman Kilcoyne – Abstained. Selectman Lane – Aye. Motion carried.

After discussion, Selectman Kilcoyne moved to approve the one day alcohol licenses for the Eight Point Sportsmen's Club for April 21<sup>st</sup> from noon – 5pm and for April 22 from noon – 4pm for a fishing derby. Selectman Lane 2<sup>nd</sup>. Chairman Cranson – Aye. Selectman Kilcoyne – Abstained. Selectman Lane – Aye. Motion carried.

TA Report

The Town Administrator reported the following:

Weather:

From reports I've seen, Sterling's public safety team handled the snow storm 'in stride' with no major events to report. Many thanks to Bill Tuttle and the DPW crew for work all night and early this morning. Apparently, Sterling received the highest amount of snow at 17" (for the second time this winter) and the NBC Boston NECN film crew were in Town to record the event.

## Selectmen's Meeting Minutes

March 8, 2018

### Personnel:

Four very good candidates were interviewed for the Building Department & ZBA Administrative Assistant position. Ultimately Sterling resident Patty Page was hired for this position. She was a former building inspector in Acton and will be a great asset to the department. Her first day was last Wednesday 2/28.

We also have four applicants for the Town Clerk position and I anticipate starting interviews shortly.

### Facilities:

This is also a FY 19 budget item. Based upon vagueness of the design for the combined PD and FD storage building, I am recommending this be pulled from the FY 19 budget. However, I agree with the Finance Committee's recommendation to budget up to \$5,000 for the design and accurate cost estimate for this structure.

### **Draft Future Agendas:**

3/21/18

- Public Hearing Davis Farmland LP Gas Storage
- Update from Montachusett Regional Technical School
- Review Town Meeting warrants and preliminary budget
- Update from Assessor and explanation of tax rates and tax bills
- Approve seasonal License for Sterling National Country Club

4/4/18

- Budget update
- Sign Warrant, vote Board's position on articles and draft motions
- Public Hearing for Thomas Lane as a public way

Public session

No one spoke at Public Session.

The Sterling Friends of the Seniors will host a fundraiser called The Taste of Sterling on March 18 at the Sterling National Country Club.

YAHOO begins April 21<sup>st</sup> – May 19<sup>th</sup>. Drivers are needed.

Adjourn

At 8:25 Selectman Lane moved to adjourn. Selectman Kilcoyne 2<sup>nd</sup>. Selectman Lane – Aye. Chairman Cranson – Aye. Selectman Kilcoyne – Aye. Chairman Cranson – Aye. Motion carried

Materials: Minutes, forest cutting plan, farmer's market request, food truck draft, volunteer application, marijuana bylaw proposal, one day license applications, TA report

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