

TOWN OF STERLING
BOARD OF SELECTMEN
August 22, 2018

MEETING:	Chairman Lane called the Board of Selectmen meeting to order at 6:31 pm. Roll Call: Selectman Kilcoyne – Present. Selectman Cranson – Present. Chairman Lane – Present.
Minutes	<p>Selectman Cranson moved to approve the minutes of July 25, 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Selectman Cranson moved to approve the Executive meeting minutes of July 25, 2018, as written, not to be published until the matter is resolved. 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 30, 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 August 1, 2018, as written. Selectman Kilcoyne 2nd. Selectman Kilcoyne – Aye. Selectman Cranson – Aye. Chairman Lane – Aye. Motion Carried.</p>
Sergeant Appointment	<p>Chief Gary Chamberland addressed the Board and reported that he confidently recommended Officer Steven Fugere to be appointed as Sergeant, within the ranks of the Sterling Police Dept. Further he reported that Officer Steven Fugere is a 12 ½ year veteran officer in the Town of Sterling and has a Master's degree in Criminal Justice. Selectman Kilcoyne moved to approve the promotion, based on the Chief's recommendation. Selectman Cranson 2nd. Selectman Kilcoyne – Aye. Selectman Cranson – Aye. Chairman Lane – Aye. Motion Carried.</p> <p>The swearing-in ceremony will be held at the Police Station on Thursday, August 23rd at 7:00pm.</p>
Conservation Restriction – Johnson Road	<p>James French came before the Board to propose that the property belonging to Dorothy French, his mother, be accepted by the Town as Conservation Land. The restriction would be held in perpetuity by the Sterling Land Trust, so as to assure that the premises will be maintained for conservation purposes, in a natural, scenic and undeveloped condition, and to prevent any use or change that would materially impair or interfere with its conservation and preservation values. Chairman voiced his concerns that he did not see the value to the Town in this restriction. He stated that he is concerned that almost one third of the town's land is not buildable, due to conservation restrictions. He also questioned the value of and this particular piece of land being held, as it is not contiguous with other pieces of land and therefore serves as an island in a predominantly residential area. After further discussion, Selectman Kilcoyne moved to accept the land owned by Dorothy French as Conservation land to be held, as such, in perpetuity by the Sterling Land Trust. Selectman Cranson 2nd. Selectman Kilcoyne – Aye. Selectman Cranson – Aye. Chairman Lane – Opposed. Motion Carried.</p>
School House	<p>James French is a member of the Historical Commission and sought the opportunity to speak with the Board concerning the West Sterling School House. He reported that the Historical Commission is interested in filing an application with Preservation Massachusetts to receive assistance/funding that will help preserve and assimilate the old west Sterling school house into the useful fabric of the community. Currently, the old school house is not used and that puts it at increased risk. The Historical</p>

135 Rowley Hill
Road

Commission realizes that the school house is a vignette of the 1800s and they wish to save this piece of history for future generations. While there are no guarantees or Town obligation in this endeavor, the historical Commission requests that the Board of Selectmen support their efforts in garnering assistance through Preservation Massachusetts to save the building. After further discussion, Selectman Cranson moved that the Board of Selectmen support the Historical Commission's efforts to preserve the old school house. . Selectman Kilcoyne 2nd. Selectman Kilcoyne – Aye. Selectman Cranson – Aye. Chairman Lane – Aye. Motion Carried. Mr. French will draft a letter of support for approval. The consensus of the Board was that the Town Administrator can sign the letter and simply email a copy to the Board.

Road Closure 15
Pikes Hill

Robert Snipes of 133 Rowley Hill Road came before the Board to request that he be allowed to purchase the adjacent town-owned land at 135 Rowley Hill Road. The property is .19 acre and is zoned as Rural Residential Farming. The assessed value on the small parcel of land is \$1600.00. It is an overgrown wooded area and Mr. Snipes wishes to include the property as part of his front yard. The Town Administrator reported that the next steps in this request would be to clear this through other boards, verify controls on the conveyance, do a title search. Finally, a vote at the Annual Town Meeting would be required to auction off the parcel. After discussion, Selectman Kilcoyne moved that the Town continue with the process of investigating the sale of the piece of land on 135 Rowley Hill Road. Selectman Cranson 2nd. Selectman Kilcoyne – Aye. Selectman Cranson – Aye. Chairman Lane – Aye. Motion Carried.

Robert Nickerson requested that the Pikes Hill Road, #36 - #41, be closed to thru traffic on September 15th from 1:00 – 10:00pm (rain date, September 16th) to accommodate a block party. Mr. Nickerson intends to work with Fire, Police and the DPW to create a plan to assure safe access for all emergency vehicles. After discussion, Selectman Cranson moved to approve the road closure for Pikes Hill Road, #36 - #41, on September 15th from 1:00 – 10:00pm (rain date September 16) to accommodate a block party. Selectman Kilcoyne 2nd. Selectman Kilcoyne – Aye. Selectman Cranson – Aye. Chairman Lane – Aye. Motion Carried.

COA Policies and
Procedures,
Contract

Liz Pape, Chairman of the Council on Aging attended the meeting. She reported the following changes to the Policies and Procedures document:

- Updates, which include the clarification of procedures that are already in place
- Endorsement of electronic means for communication
- Implementation of more meetings (particularly during summer months)
- Incorporation of non-profit status
- Addition of annual goals
- Cori checks for COA members
- Implementation of an annual performance review initiative

The Board congratulated the COA Board for all their efforts. They reported that they are well pleased with the professional management of the new facility.

Selectman Kilcoyne moved to approve the updated Policies and Procedures for the Council of Aging. Selectman Cranson 2nd. Selectman Kilcoyne – Aye. Selectman Cranson – Aye. Chairman Lane – Aye. Motion Carried.

The MART (Montachusett Area Regional Transportation) contract has been in limbo for the past few years. The biggest concern was that MART had informed the Towns that, going forward, the towns would be responsible for the insurance on the vans. This additional expense was a major concern.

Fair Permits

Ultimately, MART has conceded to reimburse the towns up to \$2000.00 per year. For the Town of Sterling, that would mean a net zero impact on the budget. Therefore, Selectman Cranson moved to approve the MART contract for the COA and to authorize Ross Perry, Town Administrator, to sign the contract on behalf of the Town. Selectman Kilcoyne 2nd. Selectman Kilcoyne – Aye. Selectman Cranson – Aye. Chairman Lane – Aye. Motion Carried.

After discussion Selectman Cranson moved to approved this list of Vendor permits for the Sterling Fair, which runs from September 7 – 9th. Selectman Kilcoyne 2nd. Selectman Kilcoyne – Aye. Selectman Cranson – Aye. Chairman Lane – Aye. Motion Carried.

- Mary Naylor
- Creative Decoration
- Cynthia Patterson
- A Twist of Color
- Mikes Vending
- JVS Enterprises
- Plain View Farm
- Wire Design Originals
- Sue Mahoney
- Jubilee Painting Studio
- Yarino Creations
- Wacky Candy Shack
- Indian Creations Corp.
- Wachusett Maker Space
- No. 7 Sawmill
- Buzz and Thrive
- Pickford Sales
- Jungle Fever Snake
Photos
- Rescom Exteriors
- Crafty Creations

After discussion Selectman Cranson moved to approved this list for Common Victualler permits for the Fair which runs from September 7 – 9th. Selectman Kilcoyne 2nd. Selectman Kilcoyne – Aye. Selectman Cranson – Aye. Chairman Lane – Aye. Motion Carried.

- Honey ETC
- Fudge and Stuff
- Severence's Maple Products
- Mikes Vending
- Hubbards Farm
- Coffee Cabin
- Big T's Jerky House
- The Candy Shoppe
- Grub Guru
- Mr. Jack's Catering Service Inc

Selectmen's Meeting Minutes

August 22, 2018

- Minuteman Kettle Corn
- Sterling Grange
- Fat Daddy's Apiary
- Sabor Latino
- Travelin' Bones
- Oakdale United Methodist church
- Marco Concessions
- TOP Concessions
- The Linguica Stand
- Sterling Firefighters Assoc
- Gillette Shows
- Bruisers Barbeque
- Belgian Acres
- Riga Bellos
- Kevin's French Fries
- TC Scoops
- Kebob King
- Sausage and More
- Lab Concessions

Early Voting
Hours and
Location

Per the request of the Town Clerk, and after discussion, Selectman Cranson moved that Early Voting be held during regular Town Hall business hours from Monday, October 22nd through Friday, November 2nd and that one night the polls will stay open until 8:00 (to be determined by the Town Clerk). Selectman Kilcoyne 2nd. Selectman Kilcoyne – Aye. Selectman Cranson – Aye. Chairman Lane – Aye. Motion Carried.

After discussion, Selectman Cranson moved to approve Room 112 in the Butterick Municipal building as the early voting location. Selectman Kilcoyne 2nd. Selectman Kilcoyne – Aye. Selectman Cranson – Aye. Chairman Lane – Aye. Motion Carried. The location has also been accepted by the State.

Appoint Election
Workers

After discussion, Selectman Cranson moved to appoint the submitted list of election officers (see attached) for a term ending on August 2019. Selectman Kilcoyne 2nd. Selectman Kilcoyne – Aye. Selectman Cranson – Aye. Chairman Lane – Aye. Motion Carried.

Entrance to
Public Way

This agenda item, regarding a request for Entrance to a Public Way will be addressed at a future meeting.

TA report

Town Administrator Report 8-22-18

SLCT:

- They are completing their 7th year of broadcast services and recently donated \$1,200 to the Town in recognition of the space provided for their operation in Town Hall.

WRSD:

- The town received a “thank you” letter from the Regional School for the Town’s funding (\$8,045) of the resurfacing of the parking lot at the district offices
- Apparently, the State Dept. of Elementary and Secondary Education is requiring the district to recalculate reimbursable transportation expenses for FY 17 & 18. This will reduce their FY 19 & 20 reimbursements. This is offset by an increase in their Chapter 70 payment over their initial

budget for the FY 19. The estimated net impact to the regional School budget is a decrease of \$80,000. At our Administrator's meeting in Sept, we may hear more detail on this adjustment and its overall impact.

Facilities:

- To enhance Town Hall wide notifications, we have activated a phone feature that allows for urgent messages to be transmitted to every other phone in the building. Turns out this was an existing feature and only needed software programming to activate it.
- We are preparing to issue new keys to the Town Hall which will be numbered, assigned to individuals, and tracked so that keys can be collected when no longer needed by an individual. Does the Board have a policy or preference on who will get a key?

After discussion the consensus of the Board was that only the Chairmen of each Board should receive a key.

Personnel:

- A copy of Fred's August Operations Manager report was sent to your email. He has been working hard to review IT requests and working with Guardian to develop a technology roadmap. This will be a key part of future planning, budgets, and may lead to an IT grant through the Community Compact.
- The Treasurer Collector's office, specifically Payroll has been giving new employees copies of Sterling's personnel policies. They have updated the on-boarding process to include a copy of the Employee Handbook, Employment Policy, ADA Grievance Procedure, Drug-Free Workplace Policy, Conflict of Interest Law, and Computer Usage Policy. Each new employee will sign that they have received and read the policies prior to receiving their first pay check.

40B Project:

- Mass Housing Partnership has sent notice about a proposed 40B project at 81 Chace Hill Rd for 8 buildings for a total for 16 dwelling units with 3 bedrooms each. A site visit by MHP is planned for either Monday or Tuesday next week. I'll send a note to all when this is confirmed. MHD has a 30-day comment period before they decide if the location is suitable for this project. At that time, the developer will submit a formal 40B application to the ZBA.

Selectman Lane stated that he will meet with Operations Manager, Fred Aponte and the Light Department Superintendent, Sean Hamilton to discuss placement of the banner over Route 12.

One Day Licenses

Selectman Kilcoyne moved to approve the one day alcohol request for Davis Farmland, 142 Redstone Hill Road, Davis Mega Farm Festival from 10:00 – 9:00 pm on Oct. 1st, Oct. 3rd, Oct. 15th and Oct 17thpm for private parties. Chairman Lane 2nd. Chairman Lane – Aye. Selectman Kilcoyne – Aye. Selectman Cranson – Abstained. Motion Carried.

Selectman Cranson moved to approve the one day alcohol requests for Greg Fawkes and Lindsey Moniz for the 228 LLC on September 14th from 5:00pm – 10:00pm for a dinner, for Amanda Hendrickson for the 228 LLC on September 2nd from Noon – 10:00pm for a wedding and for Lloyd Bouvier for the 228 LLC on September 7th from Noon – 6:00pm for a corporation picnic. Selectman Kilcoyne 2nd. Chairman Lane – Aye. Selectman Kilcoyne – Aye. Selectman Cranson – Aye. Motion Carried.

Selectmen's Meeting Minutes

August 22, 2018

Public Session	Resident Laura Ricci addressed the Board regarding the citizen's petition that she is spear-heading for a by-law regarding collection bins. She asked that the Board give her feedback regarding fees that might be imposed upon these bins. The Board explained that they are unable to deliberate during public session and suggested that she submit a request to have this issue placed on a future meeting agenda.
Executive Session	At 8:25 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 2 nd . Roll Call VOTE: Selectman Kilcoyne - Aye. Selectman Cranson – Aye. Chairman Lane – Aye. Motion carried and the Board took a short break, prior to proceeding into Executive session.
Adjourn	<p>At 9:03 pm, Selectman Cranson moved to reconvene in public session. Selectman Kilcoyne 2nd. Selectman Kilcoyne – Aye. Selectman Cranson – Aye. Chairman Lane – Aye. Motion Carried.</p> <p>At 9:03 pm, Selectman Cranson moved to adjourn the public session. Selectman Kilcoyne 2nd. Selectman Cranson - Aye. Selectman Kilcoyne – Aye. Chairman Lane– Aye. Motion carried.</p>
	Materials: minutes, Conservation restriction, endangered historic resources, request to purchase land, pro-forma request, COS policies and Procedures, MART contract, list of permit applications, req. for early voting, list of election officers, one day applications