

TOWN OF STERLING
BOARD OF SELECTMEN
February 8, 2018 (snow date)

MEETING:	Chairman Cranson called the Board of Selectmen meeting to order at 6:30pm. Roll Call: Selectman Kilcoyne – Present. Selectman Lane - Present. Chairman Cranson – Present.
Minutes	Selectman Kilcoyne moved to accept the amended minutes of the January 24, 2018 meeting. Selectman Lane 2 nd . Chairman Cranson – Aye. Selectman Lane – Aye. Selectman Kilcoyne – Aye. Motion carried.
Police officer Appointments	Due to the retirement of Sergeant Constantino, a vacancy has opened for a full-time patrol officer and a sergeant. Chief Chamberland proposed that the full-time vacancy for a patrol officer be filled immediately with Brian Ryder, who has been serving as a special officer for almost a year. He also requested that Officer Brian Bourque be appointed as Acting Sergeant, on a temporary basis, until the decision for a full time sergeant has been made. After discussion, Selectman Kilcoyne moved that Brian Ryder be appointed as a full-time officer and that Officer Brian Bourque be appointed as Acting Sergeant, on a temporary basis. Selectman Lane – 2 nd . Selectman Kilcoyne – Aye. Selectman Lane - Aye. Chairman Cranson – Aye. Motion carried. The officers will be sworn in on February 9 th .
Forestry Hardscrabble Road	Matt Marro, the Conservation Agent, was unable to attend the meeting. He reported that the bids for cutting the lumber on Hardscrabble Road are due tomorrow. The terms and cutting plan are industry standard. Mr. Marro will attend a future meeting to talk to the Board of Selectmen regarding submitted bids, who was chosen to perform the work and the potential cutting dates.
Update on Tax Rates	Mr. Harald Scheid was unable to attend the meeting. He will update the Board on tax rates and assessments at a future meeting.
Appointment to Capital Committee	After discussion, Selectman Kilcoyne moved to appoint Everett Heller to the Capital Committee. Selectman Lane 2 nd . Selectman Kilcoyne – Aye. Selectman Lane - Aye. Chairman Cranson – Aye. Motion carried. Everett is a member of the Finance Committee and so fills the requirement that 4 members of the Capital Committee be Finance Committee members.
Master Plan Discussion	After discussion, the consensus of the Board was that they will meet on Thursday, February 15 to discuss the formation of a Master Plan Advisory Committee and to consider appointments to that Committee. The committee will work toward creating a Master Plan that will then be vetted by the Planning Board. Once the Plan has been approved and vetted by the Planning Board and Town Council, it will be presented at Town Meeting. It is anticipated that this endeavor will take 2 – 5 years. The Town has received a grant of \$25,000.00 for technical support. The grant money must be used by the end of the fiscal year or be forfeited.
Town Clerk Retirement	The Town Administrator reported that Dawn Michanowicz, the Town Clerk, will be retiring at the end of the month. Anyone with Town Clerk experience, who would like to apply for the job, may access the job description on the Town website, under the heading VACANCIES. The Board thanked Dawn for her service and wished her well in the next phase of her life.
Mobile Food Vendor Regulations	Selectman Lane presented a personally amended copy of Wellfleet's Mobile Food Vendor Regulations. He asked that the Board consider the verbiage and the substance of these regulations so that the topic might be further discussed at a future meeting. Possible issues to consider are;

- The definition of "Mobile".
- The duration of time that a mobile unit may occupy the same spot without moving
- A public hearing to address the establishment of the regulations
- How canteen trucks will be addressed in the new regulations

The Town Administrator will ask other towns about regulations for Food Truck permitting.

GIS Contract

After discussion, Selectman Lane moved to sign the annual GIS contract with CAI Technologies, for \$4,400.00. Selectman Kilcoyne 2nd. Selectman Kilcoyne – Aye. Selectman Lane – Aye. Chairman Cranson – Aye. Motion carried. This agreement will ensure that the tax maps are maintained.

Scholarships

After discussion, Selectman Lane moved to offer (3) \$500.00 Scholarships this year. \$500.00 will come from the Iacobucci scholarship fund and \$1000.00 will come from the Houghton Fund. Selectman Kilcoyne 2nd. Selectman Kilcoyne – Aye. Selectman Lane – Aye. Chairman Cranson – Aye. Motion carried. Applications will be available at the schools and on-line. The cutoff date is April 30th.

One day Alcohol Licenses

After discussion, Selectman Kilcoyne moved to approve the One Day Alcohol License for the 8 Point Sportsmen Club for February 24th from 4:00pm – 11:00pm for a dinner. Selectman Lane – 2nd. Selectman Lane – Aye. Selectman Kilcoyne – Abstained. Chairman Cranson – Aye. Motion carried.

Town Property Usage Delegation

After discussion, the Board granted authority to the Town Administrator to facilitate good and efficient use of town property, for the good of all Town Government. This authorization will include necessary changes in scheduled usage of rooms, whenever the need arises.

Town Administrator's Report

Town Administrator Report 2/8/18

FY 19 Budget Preparation

All but three departments have submitted their FY 19 budget requests. To keep the process moving, we used their FY 18 amount for FY 19. The WRSD school committee will discuss their preliminary budget at their meeting on 2/12 and will send us preliminary figures shortly afterwards. The Finance Committee is also meeting on the 12th. We should have a 1st draft of the FY 19 budget for the Board to review at their next meeting. The Fin Com is planning a joint meeting with the Selectmen to meet with and review budget submissions from all boards/committees/department on Saturday March 3rd.

Personnel

Dawn Metcalf's last day working for the Building Department and ZBA was today, February 8th. The good news is that she starts working for the Sterling Police Department as Executive Assistant to the Police Chief next week.

Sterling has posted job vacancies for the existing positions of: Town Clerk, Administrative Assistant to the Building Department and ZBA, and a Property Lister for the Assessors. Applications will be accepted until 2/23 or the position is filled.

West School House

The West School House built in ~1886 on Princeton Rd just past the Route 140 intersection is vacant and thus no longer included with other municipal buildings for insurance coverage. The Town Administrator received two quotes from MIIA to insure the building for \$117,000 or \$135,000 for an annual cost of \$927.84 or \$1054.72 respectively. Both quotes include a \$5,000 deductible and \$100,000 debris removal. Add \$104 to each option if Terrorism coverage is selected. He requested that the Board consider their options and let him know if they would like the building insured.

Awards:

The Town of Sterling received a Leading by Example Award from the Commonwealth of Massachusetts, Department of Energy Resources for Light Department's solar generation and battery storage project.

Selectmen's Meeting Minutes
February 8, 2018

This is a follow up on the recognition Chairman Cranson and Sean Hamilton received in Boston a few weeks back. The Board suggested that the Town Administrator decide where to hang the award.

Draft Future Agendas:

2/14/18

MJTC (MONTACHUSETT JOINT TRANSPORTATION COMMITTEE) will hold their February meeting in room 205 at 6:30 on Feb 14th

- They are looking for an update on Sterling's transportation planning efforts

2/21/18

- Selectmen's Annual Report
- Review FY 19 Budget and Capital Requests
- Cons Com update on Forestry plan
- Vote early voting hours and location
- Joint meeting with Fin Com and Wachusett Regional School Committee and Administration about FY 19 budget
- Guardian Technologies summary of IT accomplishments and ongoing plans

3/7/18

- Review FY 19 Budget and Capital Requests

Public session

No one spoke at public session.

It was suggested by Selectman Kilcoyne that the Employee handbook be maintained. Ken Williams has recently resigned as the Montachusett Representative. Mr. Williams has served the Town in many capacities through the years. He was especially active on the Planning Board. The Selectmen thanked Ken Williams for his many years of service to the Town.

Adjourn

At 8:13 Selectman Lane moved to adjourn. Selectman Kilcoyne 2nd. Chairman Cranson – Aye. Selectman Lane – Aye. Selectman Kilcoyne – Aye. Motion carried

Materials: Minutes, Chief's request for personnel, email, capitol committee, proposed food truck regulations, 2019 CAI proposal, scholarship funding, forest cutting plan, volunteer applications, one day license applications, TA report