

TOWN OF STERLING  
BOARD OF SELECTMEN  
December 05, 2018

Minutes	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.
	Town Administrator, Ross Perry – Present    Executive Assistant, Kama Jayne - Present
	After discussion Selectman Cranson moved to approve the public minutes for the November 16 <sup>th</sup> , 2018 meeting, as written. Selectman Kilcoyne 2 <sup>nd</sup> . Selectman Cranson – Aye. Selectman Kilcoyne – Aye. Chairman Lane – Aye. Motion carried.
ZBA Appointment	After discussion Selectman Cranson moved to approve the public minutes for the November 14 <sup>th</sup> , 2018 meeting, as written. Selectman Kilcoyne 2 <sup>nd</sup> . Selectman Cranson – Aye. Selectman Kilcoyne – Aye. Chairman Lane – Aye. Motion carried.
	After discussion, Selectman Cranson moved to appoint Charles Conroy to the position of Alternate Member to the Zoning Board of Appeals. Selectman Kilcoyne 2 <sup>nd</sup> . Selectman Cranson – Aye. Selectman Kilcoyne – Aye. Chairman Lane – Aye. Motion carried. The term of office will expire on June 30 <sup>th</sup> 2021.
	After discussion, Selectman Cranson moved to appoint Beth Stephenson to the Cultural Council. Selectman Kilcoyne 2 <sup>nd</sup> . Selectman Cranson – Aye. Selectman Kilcoyne – Aye. Chairman Lane – Aye. Motion carried. The term of office will expire on December 5, 2021.
Cultural Council Appointments	After discussion, Selectman Cranson moved to appoint Rosanne Mapp to the Cultural Council. Selectman Cranson 2 <sup>nd</sup> . Selectman Cranson – Aye. Selectman Kilcoyne – Aye. Chairman Lane – Aye. Motion carried. The term of office will expire on December 5, 2021.
	As an administrative procedure, the Selectman Kilcoyne moved to reconfirm the votes that were taken on November 16 <sup>th</sup> to approve the curb cuts for Lot #2 and #3 on Justice Hill Road. Selectman Cranson 2 <sup>nd</sup> . Selectman Cranson – Aye. Selectman Kilcoyne – Aye. Chairman Lane – Aye. Motion carried.
	Reconfirm curb cut votes
SLCT Contract	Robert Kadles, President of the SLCT and Chris Detsikas, Executive Director came before the Board to agree upon the terms of the proposed SLCT Contract. During discussion the Board members pointed out the following discrepancies:
	<ul style="list-style-type: none"><li>• In Section 2, under terms, it states that the agreement shall be for 5 years. The current proposed agreement is a ten year agreement. Mr. Kadles will make the correction.</li><li>• Under Section 3 (O), the document contains the term “Town Manager” instead of Town Administrator. Mr. Kadles will make the correction.</li><li>• Mr. Kadles will also change the start date of the agreement to Jan. 1, 2019 – Dec. 31, 2029 so that it coincides with the Comcast agreement that will go before the Board on December 12<sup>th</sup>.</li><li>• The requirement of a monthly report for the first year (which was on the ORIGINAL agreement) has been deleted from this agreement since the SLCT has been operating for 10 years</li></ul>
	After further discussion, Selectman Cranson moved to approve the contract with the recommended changes. Selectman Kilcoyne 2 <sup>nd</sup> . Selectman Cranson – Aye. Selectman Kilcoyne – Aye. Chairman Lane – Aye. Motion carried.
	The Board will send letters to State and Federal Representatives to support the continued PEG funding for local cable operations. Chris Detsikas will help craft the letter.

Selectmen's Meeting Minutes

December 05, 2018

Broadcast policy for SLCT	<p>The Board thanked the SLCT management and crews for their dedication and for the work they do to keep the public apprised of what is happening in Town government, as well as advertising and filming local events. After discussion, Selectman Cranson moved that, the Town Administrator craft a letter to the SLCT requesting in writing that they record and broadcast Board and Committee meetings with the selection of which meetings to record to follow a priority list or by special request from the BOS. Selectman Kilcoyne 2<sup>nd</sup>. Selectman Cranson – Aye. Selectman Kilcoyne – Aye. Chairman Lane – Aye. Motion carried.</p>
Action on Unacceptable behavior	<p>The Board of Selectmen have received a letter and several verbal complaints regarding unacceptable behavior that took place prior to the Planning Board meeting on November 28<sup>th</sup>, 2018. According to witnesses and complainants, a Planning Board member verbally accosted an SLCT camera operator as well as a resident. Although the Board of Selectmen acknowledges that they have no purview over the other elected boards, the BOS emphatically disagrees with such conduct and publicly offered an apology to the victims and to the public who witnessed the attack. After discussion, Selectman Kilcoyne moved that the Town Administrator draft a letter to all Boards and committees to remind everyone that;</p> <ul style="list-style-type: none"><li>• Inappropriate behavior has no place in the governing body of the Town of Sterling... whether by board/committee volunteers or from the public.</li><li>• Rules of decorum and respect should be adhered to and improper conduct will not be tolerated</li><li>• The services of the SLCT are very beneficial in keeping the public apprised of the functions of Boards and Committees. Therefore, their involvement should be encouraged.</li><li>• The Open Meeting Law permits ALL public meetings to be recorded.</li></ul> <p>Selectman Cranson 2<sup>nd</sup>. Selectman Cranson – Aye. Selectman Kilcoyne – Aye. Chairman Lane – Aye. Motion carried.</p> <p>Chris Detsikas stated that the SLCT volunteers will be directed to don their identification badges when filming. SLCT will also take measures to give prior notice when they intend to record a meeting.</p>
Christmas schedule	<p>Selectman Cranson moved that the Municipal Building be closed on December 24<sup>th</sup>, 2018. Selectman Kilcoyne 2<sup>nd</sup>. Selectman Cranson – Aye. Selectman Kilcoyne – Aye. Chairman Lane – Aye. Motion carried. At the next meeting, the Board will discuss if time will be billed to the employees.</p>
Potential Projects	<p>The Board discussed which projects would benefit from funding that may be obtained by Senator Tran. They are;</p> <ul style="list-style-type: none"><li>• The intersection at Route 12/North Row Road/Pratt's Junction</li><li>• Renovation of 1835 Town Hall Building including parking and septic system</li><li>• Downtown revitalization, (Sidewalks, Common, Parking)</li><li>• Beach project</li><li>• Revitalization and acquisition of recreational fields</li><li>• Resurfacing of recreational courts</li><li>• Support for PEG funding to continue local programming</li></ul>
Alcohol Licenses	<p>No One day Alcohol Licenses</p>
TA Report	<p><b>Openings:</b></p> <p>Gerry Kokernak recently announced his retirement from the Finance Committee and Capital Investment Committee. He has served on both of these committees for five years. Gerry has been a significant contributor to these committees and to the Town. I have huge respect for his valuable input. There are now openings on these committees. With the Board's OK, we will post the Finance Committee position. The appointment will be by vote of the Finance Committee, Moderator and Selectmen.</p>

Adjourn

The Board publically thanked Mr. Kokernak for playing such a large and important role on both the Finance and Capital Committees. He will be missed.

**Facilities:**

The door lock cores were changed a month ago as previously mentioned. However, we discovered the electric door lock doesn't work as expected. It was installed ~3 years ago to open and relock when a key fob was used. But now we have different requirement that involves two hold open periods. One during the normal work day and one for evening meetings. This additional function can be completed for \$1,222.64. If OK with the Board, I propose moving ahead and funding this via the Facilities expense budget. Selectman Cranson moved to approve the disbursement of \$1222.64 for the purpose of updating the key fob system to allow for dual "hold open" periods. Selectman Kilcoyne 2<sup>nd</sup>. Selectman Cranson – Aye. Selectman Kilcoyne – Aye. Chairman Lane – Aye. Motion carried.

There are currently 3 doors without the electric open and relock capability. Equipping these doors for the upgraded electric locking functionality will cost \$9,552.09. This could be funded from the facilities expense account, which may require a reserve fund transfer later in the budget year, or held for a separate FY 20 budget request. The consensus of the Board was to hold this request for Town Meeting.

**Economic Development:**

As Sterling moves ahead in economic development and creating the image a vibrant town, what about creating a web camera view of the town common, accessed from the Town Web site? The proposed camera would be mounted on the Butterick building. I have a not to exceed cost of \$2500. If the Board agrees, the EDC and I will look for local businesses to sponsor this web page. Selectman Cranson moved to have the EDC solicit sponsorship for the Webcam. Selectman Kilcoyne 2<sup>nd</sup>. Selectman Cranson – Aye. Selectman Kilcoyne – Aye. Chairman Lane – Aye. Motion carried.

**Draft agenda:**

12/12/18 (6:00 start)

- Executive Session re: litigation related to DPW
- Discuss and decide course of action regarding potential 40B project at 81 Chace Hill.
- Tuttle Road Lot & Board of Selectmen Timber Sale Work Orders & Stewardship
- 1835 Town Hall Update
- Discuss Earth removal bylaw and the appointing of an earth removal bylaw committee
- Award Butterick HVAC contract (tentative, Bids due date moved to 12/5)
- Approve permits and licenses
- Discuss MPO representation

12/26/18

- No agenda items. Consider canceling

1/9/19

- Vote dates to open and close STM and ATM warrants
- Discuss Selectmen's Annual Town Report

1/23/19

- All Boards / Committees meeting to discuss FY 19 goals

PSAs

- No meeting will be held on December 26<sup>th</sup>.
- The Board publicly recognized the passing of Dr. Kenneth I. H. Williams who played an integral part in the Town of Sterling's government throughout his lifetime. He served on MOST Boards

and Committees at some point and his service to the Town of Sterling will be long remembered. A memorial may be planned in the spring.

- Recreation Committee and Director Dietel were recognized for a successful tree lighting ceremony and the SMLD was publicly acknowledged for placing the lights on the common. It is all beautiful in the quiet of a Sterling night.
- A Master Plan committee meeting will take place on December 13<sup>th</sup>. They will discuss facilities and services.
- The senior center will host a craft sale/cookie sale on Dec. 14<sup>th</sup> from 9:00 – 6:00pm.

At 8:43 Selectman Kilcoyne moved to adjourn. Selectman Cranson 2<sup>nd</sup>. Selectman Cranson- Aye. Selectman Kilcoyne- Aye. Chairman Lane – Aye. Motion carried.