

TOWN OF STERLING
BOARD OF SELECTMEN
January 8, 2020

MEETING:	Vice Chairman, Cranson called the Select Board meeting to order at 6:30pm. Roll Call: Selectman Cranson – Present. Selectwoman Sonnenberg – Present. Chairman Kilcoyne – Absent. Also present were Town Administrator, Ross Perry and Executive Assistant, Kama Jayne.
Minutes	Selectwoman Sonnenberg moved to approve the public minutes of December 11, 2019. Selectman Cranson 2 nd . Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Motion Carried.
AARP Presentation	Antron Watson, Age Friendly Initiative Director for the AARP, presented the Town of Sterling with a plaque for becoming the 419 th community to enroll in the AARP Network of Age-Friendly States and Communities. The age-friendly campaign helps participating communities to become more liveable and age-friendly by creating safer and more walkable streets, needed housing and transportation options, better access to key services, and opportunities for residents to participate in community activities. The Board thanks Veronica Buckley and Kristen Dietel for leading this initiative.
Housing Trust Presentation	<p>Town Planner, Domenica Tatasciore invited Shelly Goehring, Senior Program Manager of the Mass Housing Partnership, to addressed the Board. Ms. Goehring's consulting assistance is provided through an MRPC District Local Technical Assistance grant. With her help, the appointed Affordable Housing Committee hopes to address the need for housing.</p> <ul style="list-style-type: none">• In November 2019, the State approved Sterling's Housing Production Plan for a period of 5 years.• The Plan identified 8 Action Plans or strategies that were gathered from public input at a forum that was held in July.• The first step is to explore the creation of an Affordable Housing Trust or responsible housing entity. <p>The purpose of the trust is to provide for the creation and preservation of affordable housing in municipalities for the benefit of low and moderate income households and to secure funding for the proposed community housing. Further, the details of Mass General Law Chapter 44 Section 55c were discussed. It was suggested that the Town of Sterling may use CPA to initiate funding for this endeavor. The average financial impact would be approximately \$133.00 per household. Additional information may be found at Community Preservation.</p> <p>There is interest in further discussion on this topic. A public forum will be scheduled.</p>
Tara Lane Entrance to public Way	The Board considered the requested approval of a curb cut for driveway access to the proposed new home on 7 Tara Lane. No trees or stone walls will be removed. The application was approved by the DPW, Fire Department and Building Commissioner. After discussion, Selectman Cranson moved to approve the Entrance To Public Ways permit request for 7 Tara Lane. Selectwoman Sonnenberg 2 nd . Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Motion Carried.
FY21 Budget Discussion	<p>The Board discussed the proposed FY21 budget proposals;</p> <p>Town Administrator Salary, (a decrease due to a cutback in hours) -\$85,680.00</p> <p>Town Administrator Wages \$52,608.47</p> <p>Operations Manager Wages - \$46,313.10</p> <p>Town Administrator Expense - \$60,000.00</p> <p>COA Senior Work-Off Program - \$15,000.00</p> <p>Town Planner Salary – \$76,469.58</p> <p>Town Planner Expense - \$7,925.00</p>

Early Voting
hours

Assistant Town Administrator Salary - \$80,000.00
The initial budget will be forwarded, pending final board approval.

Per the memo from the Town Clerk:

The State Legislature approved five (5) days of Early Voting for the March 3, 2020 Presidential Primary Election during the following dates: **Monday, February 24, 2020 through Friday, February 28, 2020**
The Town Clerk requested that the Board declare that Early voting hours coincide with normal business hours. After discussion, Selectman Cranson moved that the hours for Early Voting would held during normal business hours:

Mon. Feb. 24th 7:30am – 5:00pm

Tues. Feb. 25th 7:30am – 5:00pm

Wed. Feb. 26th 7:30am – 5:00pm

Thurs. Feb. 27th 7:30am – 5:00pm

Fri. Feb. 28th 7:30am – 11:30am

Town Hall Times
Newsletter

Selectwoman Sonnenberg 2nd. Selectman Cranson - Aye. Selectwoman Sonnenberg – Aye. Motion carried. The location for Early Voting will be the Butterick Municipal Building, 1 Park Street, in the Town Clerk's Office "Elections" Room #112. (The State Elections Division has deemed the room to be an appropriate voting site, as it meets State mandates and is universally accessible).

1835 town Hall
Appointment

Tabled

After discussion, Selectwoman Sonnenberg moved to appoint Carol Stuart-Grinkis to the 1835 Town Hall Committee. Selectman Cranson – 2nd. Selectman Cranson - Aye. Selectwoman Sonnenberg – Aye. Motion carried.

Public Session

Ms. Stuart-Grinkis' appointment term will expire on 6/30/2022.

No one spoke at Public Session.

TA Report

Town Administrator Report 1-8-20

Community Preservation Act

- There has been some renewed interest in Sterling participating in the CPA
- [{See brief CPA overview presentation}](#)

Municipal Vulnerability Preparedness (MVP)

- Through the efforts of Town Planner, Domenica Tatasciore and with the support of DPW Superintendent, Paul Lyons, the Town has been awarded an MVP grant.

Town Planner, Domenica Tatasciore provided the following summary;

Municipal Vulnerability Preparedness Program (MVP)

In November, an application to the State was submitted to the State by the Town Planner. This week Sterling was awarded the MVP Planning Grant, in the amount of \$15,000. The grant will be used to hire a consultant to host a community workshop, complete a vulnerability assessment and develop an action-oriented resiliency plan by the end of June.

- After reviewing the MVP plan, the State will certify Sterling as an MVP designated community and the Town will be eligible for MVP Action grant funding, ranging from \$25,000 to \$2 million per project.
- The program helps communities to:
 - Define climate related hazards
 - Understand how they may be impacted by climate change utilizing the latest science and data at <http://www.resilientma.org/>
 - Identify existing and future climate vulnerabilities and strengths

- Identify opportunities to take action to reduce risk and build resilience
- Implement priority actions identified through the planning process

DLTA

- MRPC has sent out their annual request for projects that will be funded by DLTA (District Local Technical Assistance)
- Technical assistance is available for projects covering :
 - Planning Ahead for Housing
 - Planning Ahead for Growth
 - Supporting the Community Compact, including regionalization
- Applications are due Feb 3, 2020

1835 Sprinkler System

- 2 bids were received today and opened at 2:00
- Due, partially to the preparation work done by the DPW, to bring a new 4" water line into the building, bids were less than the Town Meeting approved amount.
- The low bid came in at \$81,000.
- This amount leaves room for the upgrade to the alarm system, required to support the new sprinkler system.
- After thorough examination of the bids, we will have a recommendation for the Board to make the official award of this contract ready for the next meeting.

Mutual Aid:

- The West Boylston and Sterling Building Inspectors are interested in providing backup to each other for up to 15 times per year to cover inspections during vacations or other absences.
- The W. Boylston Town Administrator and I are drafting an MOU for the Boards' approval.
- Basic terms are:
 - No-charge to the receiving town.
 - Each town covers their employee for wages, expenses and insurance
 - 'Home' town inspections have priority.

Selectwoman Sonnenberg was comfortable with is proposal. However, the Town Administrator will speak about this issue with Selectman Cranson, prior to proceeding.

Contracts:

- CBA discussions have started with the Fire Union
- CBA discussions are schedule to begin on Jan. 22 with the Dispatch Union
- Contract discussions with the Police Chief and Town Administrator are underway

Retirement:

- Christine Arsenault is retiring after 20 years of work for SMLD as accountant.

There will be a gathering of well-wishers at the Light Dept. tomorrow noon. Accordingly, Town Hall will be closed from 12:00 to 12:45 to allow Town Hall employees to extend their congratulations to Christine. The Town Clerks office will remain open.

Safety Grant

PSA

Adjourn

Selectmen's Meeting Minutes

January 8, 2020

DPW Superintendent, Paul Lyons enlisted the aid of Representative Ferguson and the Department of Industrial Accidents has approved a grant of \$12, 400.00 to train up to 1200 workers on safety related issues.

This training will have a positive effect on the health and wellbeing of the workers, citizens and Town property. It will also count toward credit on our Town insurance.

Edmund (Slim) Wronski's 100th birthday will be celebrated at the Senior Center on January 11th.

At 8:11, Selectman Cranson moved to adjourn public session. Selectwoman Sonnenberg – 2nd.
Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Motion Carried.

Materials: minutes, volunteer application, TA report, Housing overview, AARP letter, curb cut request, budget worksheet,
Voting memo