

TOWN OF STERLING  
BOARD OF SELECTMEN  
January 22, 2020

MEETING:	Chairman Kilcoyne called the Select Board meeting to order at 6:30pm. Roll Call: Selectman Cranson – Present. Selectwoman Sonnenberg – Present. Chairman Kilcoyne – Present. Also present were Town Administrator, Ross Perry and Executive Assistant, Kama Jayne.
Minutes	Selectman Cranson moved to approve the amended public minutes of January 8, 2019. Selectwoman Sonnenberg 2 <sup>nd</sup> . Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Chairman Kilcoyne – Abstained. Motion Carried.
Fair Committee	After discussion, Selectman Cranson moved to appoint Susan Lambert and Heather Rockwell to the Fair Committee. Heather Rockwell is appointed as a non-voting, associate member because she does not live in town. Selectwoman Sonnenberg 2 <sup>nd</sup> . Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion Carried. Their terms will expire on June 30, 2021.
The 228 Entertainment License	<p>The owners of The 228, Pat Fisher and Sharon Olson, and their attorney, John Mavriocos, came before the Board to object to the restrictions that were applied to The 228 annual entertainment License on December 11, 2019. Those restrictions were :</p> <ul style="list-style-type: none"><li>➤ No outside bands</li><li>➤ No outside DJ</li><li>➤ No outside dancing or music</li><li>➤ The manager is responsible for noise level control</li></ul> <p>The owners of The 228, have employed sound engineers to help them to control noise levels from the property and they propose to implement the following;</p> <ul style="list-style-type: none"><li>• Relocate the 30' x 60' tent (typically rented by customers for outdoor events) to a location approximately 180 feet from the closest fence, which is approximately 170 feet farther away than where the tents are now currently located</li><li>• Relocate the outdoor games area to an area near the pond , approximately 150 feet from the closest property line</li><li>• Continue working with sound engineers to generate computer modeling of sound limitation levels to achieve the goal of 60 decibels at the property line</li><li>• Add a solid, wooden wall to the side of the pavilion closest to the neighbors, (to reduce the sound traveling from gatherings on the pavilion)</li><li>• The 228 will install a sound system that all DJs will be required to use. That sound system will include a "limiter" device which limits the sound emanating from the speakers. Therefore, the music will be maintained at a level not to exceed 60 decibels at the property line.</li><li>• The manager on duty will remain in charge of noise levels</li></ul> <p>The Board thanked the owners for taking these steps toward regulating noise levels. Selectman Cranson moved that the Entertainment License for The 228 LLC be issued, contingent upon the completion and follow-thru of the afore listed, proposed actions, to alleviate the noise issues on the property. Hours of operation will be Sunday – Thursday 11:00am – 9:00pm and Fri. - Sat. 11:00 am – 10:00 pm. Selectwoman Sonnenberg 2<sup>nd</sup>. Action items will be completed prior to the first outdoor event this spring. Prior restrictions, with the exception of "Manager responsible for noise level" will be stricken from the Entertainment License. The Board reserved the right to revisit the Entertainment License if necessary. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion Carried. The owners were encouraged to keep the lines of communication open with the neighbors.</p>

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Town Hall Times	<p>Lex Thomas, former Editor of the Meetinghouse News, approached the Board with an idea to establish a periodic publication of the Town of Sterling to inform residents of important issues and events on the town calendar. She proposed that the name of the publication be called the Town Hall Times and that a pilot publications be distributed on April 5 and April 19:</p> <p><b>Content:</b> Town budget, warrant, annual Town meeting, and town election information.</p> <p><b>Cost:</b> The creation/design cost per issue is estimated at approximately \$300.00 per issue.</p> <p><b>Distribution:</b> The Light Department will include the newsletter in their mailing at no charge. It will also be available on Town of Sterling website, Town of Sterling Facebook page, and other social media outlets.</p> <p>Lex has investigated the possibility of disseminating the information, via podcasts, in the future. Sterling Lancaster Community Television has offered their services and facility at no charge. However, there is a \$20.00 monthly fee for Podcast hosting service.</p> <p>After further discussion, Selectman Cranson moved to support the Pilot program for the Town Hall Times, as proposed by Lex Thomas and agree to fund this endeavor, through June 2020, by means of the existing budget. Selectwoman Sonnenberg 2<sup>nd</sup>. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion Carried. The Board publicly thanks both the SMLD and the SLCT for their support in this project.</p>
1835 Sprinkler Contract	<p>On Jan. 15, 2020 the 1835 Town Hall committee reviewed the 2 bids for the installation of the sprinkler system, from Plan B Construction and RC Shaw Co.</p> <p>The committee voted unanimously to recommend RC Shaw for the job. All provided references were checked and all were positive. RC Shaw has previously worked for the Town (Conant Library) and they were the low bidder at \$81,000.00. The Committee also voted unanimously to recommend Design Engineer, Joel Corneliusen, to provide his construction and control inspections for the sprinkler project. His quoted fee is \$1,000.00. Carl Corrinne, Chairman for the 1835 Town Hall Committee, will be the project manager, with assistance from Jack Chandler. After discussion, Selectman Cranson moved to approve the contract for \$81,000.00 by RC Shaw. Selectwoman Sonnenberg 2<sup>nd</sup>. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion Carried.</p> <p>Selectman Cranson moved to engage Joel Corneliusen for construction and control inspections at a cost of \$1,000.00. Selectwoman Sonnenberg 2<sup>nd</sup>. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion Carried. The Board thanked Carl Corrinne and the entire 1835 Town Hall Committee for their work and commitment to this project.</p>
FY21 Budget Update	<p>Tabled</p>
Berube Food Truck mobility	<p>After discussion, Selectman Cranson moved to amend the requirement for Berube's proof of mobility for their food truck license. Each year they must prove mobility by June 1<sup>st</sup>. Selectwoman Sonnenberg 2<sup>nd</sup>. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion Carried.</p>
Scholarships	<p>After discussion, Selectman Cranson moved to use \$500.00 from the Maria Houghton fund and \$500.00 from the Butterick School Fund and \$500.00 from the Rosamund Fanning fund to offer (3) \$500.00 scholarships to Sterling High School seniors, who wish to further their education. Selectwoman Sonnenberg 2<sup>nd</sup>. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion carried. The scholarship applications are due by April 15th, 2020. The application will be sent to the High Schools and posted on the website.</p> <p>After discussion, Selectman Cranson moved that the Board authorize Chairman Kilcoyne to sign the letter in support of the DLTA grants, as submitted by the Town Planner. The grant will allow the Town</p>

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DLTA Grant  
Letter

to engage the services of the MRPC to assist with creating the Circulation/ Transportation element of the Master plan. Selectwoman Sonnenberg 2<sup>nd</sup>. Selectman Cranson – Aye. Chairman Kilcoyne – Aye. Selectwoman Sonnenberg – Aye. Motion carried.

One Day Licenses

After discussion, Selectwoman Sonnenberg moved to approved the following one day licenses;

- Gail Nanof on February 1, 2020 at The 228 for wine and beer from 11:00am – 3:00pm.
- Laurie Musoni and Genin Lynch on March 1, 2020 at The 228 for wine and beer from noon-4:00pm.
- Abagael Hutton on February 22, 2020 at The 228 for wine and beer from 1:00 – 5:00pm

Selectman Cranson 2<sup>nd</sup>. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion Carried.

No one spoke in public session.

Public session

**Town Administrator Report 1-22-20**

**Community Host Agreement**

- Per the agreement signed in 2017 with Prime Wellness, the Town received a check for \$50,000. This covers their medical cultivation
- A representative from the Botanists stated they have not started shipping product for recreational use

TA Report

Executive Session

**Town Center Project**

- Updated plans were received from the engineer showing vehicle parking on both sides of Park Street versus a sidewalk on each side and no parking. Parking on both sides reflects the current usage and project goals of more not less parking spaces
- We are still waiting for Verizon to provide a quote for engineering plans to move their cables underground. The hope is to have this quote in time for a capital request at the May (2020) Town meeting.
- We will be working with the engineer to explore grant opportunities.
- A couple residents have found an HGTV Home Town Makeover program that helps “revitalize public spaces, such as park, local diners or restaurants and other outdoor recreation areas.” On the surface this could be applicable to this project. But, there is limited information about this program available. Apparently, applications to be selected for a town center make over are submitted by residents versus Town officials. I mention the program in case the Board is interested in potentially becoming involved or prefers staff leave this activity to the residents.

Adjourn

**Budget:**

- WRSD Administration will present the Administration's budget to the School Committee next Monday. They will discuss that budget with Sterling Select Board and Fin Com at a joint meeting on Feb 5<sup>th</sup>.
- WRSD indicated that they do NOT plan to request any capital items for the local schools in FY 21. They are working on updating their 10 capital plan in preparation for the FY 22 budget process.
- It is not clear if the School will make the budget request for the proposed new playground structure at Houghton School. If they don't, it will be up to either the Select Board or a citizens' petition.

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At 8:25, Selectman Cranson moved to adjourn public session and to enter into executive session for Reason 2, M.G.L. c.30 Sec. 21(a) Contract negotiations with the Town Administrator. The Board will move to public session only to adjourn the meeting. Selectwoman Sonnenberg – 2<sup>nd</sup>. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion Carried.

At 9:02 Selectman Cranson moved to return to public session. Selectwoman Sonnenberg – 2<sup>nd</sup>. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion Carried.

At 9:03 Selectman Cranson moved to adjourn public session. Selectwoman Sonnenberg – 2<sup>nd</sup>. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion Carried.

Materials: agenda, minutes, volunteer application, The 228 LLC proposal and exhibits for noise management, TA report, Town Hall Times proposal, email re sprinkler contract for 1835, Scholarship info, MRPC DLTA grant letter, one day alcohol licenses