

TOWN OF STERLING
BOARD OF SELECTMEN
February 5, 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 public minutes of January 22, 2019. Selectwoman Sonnenberg 2nd. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion Carried.

61A Release
Maple Lot #1

At 6:32, the Board opened discussion on the Public Hearing, regarding the release of Chapter 61A land on Maple Street. The Planning Board, Conservation Commission and the Assessors have all voted to approve the release of Lot #1 on Maple Street, from 61A and to not pursue the purchase of the property. After discussion, Chairman Kilcoyne moved to approve the release of Lot #1 from 61A chapter land on Maple Street, owned by Anthony and Diane Melone and listed in the Worcester Registry of Deeds Book 941, Plan 83 and further, to not pursue the purchase of this property. Selectwoman Sonnenberg – 2nd. Selectman Cranson – Aye. Chairman Kilcoyne – Abstained. Selectwoman Sonnenberg – Aye. Motion carried.

Selectwoman Sonnenberg moved to close the Public Hearing. Selectman Cranson – 2nd. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion Carried

Joe Sova called the Finance Committee meeting to order at 6:30.

Joint Meeting
with the School
and Finance
Committee

This was a joint meeting between the Board of Selectmen, Finance Committee and the School. Darryll McCall and Daniel Deedy addressed the board.

The School reported that the District enrollment for Sterling continues to decrease. Sterling students now comprise 15.13% of the total student population for the District. The cost per student for FY 21 is \$13,001.00.

This budget breakdown, by appropriation, is as follows;

Appropriation	FY20 Budget	FY21 Proposed	\$ Diff +/-	% Diff
Salaries & Stipends	\$62,064,715	\$65,132,485	\$3,067,770	4.94%
Benefits & Insurance	\$15,054,973	\$16,294,699	\$1,239,726	8.23%
Instructional Support	\$3,322,090	\$3,392,969	\$70,879	2.13%
Operations & Maintenance	\$3,606,166	\$3,738,231	\$132,065	3.66%
Pupil Services	\$51,241	\$52,758	\$1,517	2.96%
Special Ed Tuitions	\$3,123,545	\$2,770,000	(\$353,545)	-11.32%
Other Operating Costs	\$1,196,956	\$1,176,810	(\$20,146)	-1.68%
Transportation	\$6,919,413	\$7,241,701	\$322,288	4.66%
Debt Service	\$2,497,106	\$2,415,731	(\$81,375)	-3.26%
Total General Fund	\$97,836,205	\$102,215,384	\$4,379,179	4.48%

The proposed budget increase is 4.48% for a current proposed budget of \$102,215,384. The increase to be shouldered by Sterling is 3.60%, which is \$12,103,845

Selectmen's Meeting Minutes
February 5, 2020

	<p>There are no Capital Budget requests for the upcoming fiscal year. The budget will be finalized in March and then it will be posted on the School website.</p> <p>The Finance Committee adjourned at 7:36.</p>
OSIC Appointment	<p>After discussion and interview, Selectman Cranson moved to appoint Geoffrey Caldwell to the Open Space Implementation Committee. Selectwoman Sonnenberg 2nd. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion Carried. The term will expire on June 30, 2022.</p>
Conservation Commission Appointment	<p>After discussion and interview, Selectman Cranson moved to appoint Kyle Shelton as an Associate Member of the Conservation Commission. Selectwoman Sonnenberg 2nd. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion Carried. The term will expire on June 30, 2022.</p>
Joint Meeting BOH to Appoint Interim	<p>The Select Board accepted the resignation of Chairman Donna Clark from the Board of Health. The Board of Health called their meeting to order at 7:53.</p> <p>The Board of Health and the Select Board met jointly to consider the candidates for the Interim position on the Board of Health. The position will then be filled, by vote, at the Annual Election in May. The applicants are Catherine Martin, William Meehan, Valmore Pruneau and Daniel Donovan. The Boards interviewed Mr. Pruneau and Daniel Donovan. The Boards will meet to interview the other Candidate(s) on Friday, February 7th at 8:00 am.</p>
Fair fee structure for Local Crafters	<p>The Fair Committee wishes to create a “blanket permit” for local crafters. After discussion, Selectwoman Sonnenberg moved that the Fair Committee may allow participation at the Sterling Fair by local crafters and that there will be no Vendor charge. However the Fair Committee may decide upon a “table” fee and State mandated paperwork will be provided to the Town. Selectman Cranson – 2nd. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion Carried.</p>
Citizen Petition Public session	<p>A citizen's petition was presented for inclusion as a warrant article in the Annual Town Meeting. After discussion, Selectman Cranson moved to accept the citizen's petition regarding site plan abutter notification and to request that the Planning Board hold a Public Hearing on this petition, per State mandates. Selectwoman Sonnenberg 2nd. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion Carried.</p>
FY21 Budget	<p>The Board members were given their FY21 budget books and the TA told the Board to expect changes as this is a very preliminary budget.</p>
Sign Election Warrant	<p>Per the request of the Town Clerk, Selectman Cranson moved to sign the warrant for the Presidential Primaries. Selectwoman Sonnenberg 2nd. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion Carried. The election will be held at the Houghton School, 32 Boutelle Road on March 3, 2020.</p>
One Day Licenses	<p>Selectman Cranson moved to approve the one day alcohol licenses for the 8 point Sportsmen's Club for February 15th from 5:00-9:30pm for a family function and for February 29th from 3:00 - 10:00pm for a dinner. Selectwoman Sonnenberg 2nd. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Chairman Kilcoyne – Abstained. Motion Carried.</p>
TA Report	<p><u>Town Administrator Report 1-22-20</u></p> <p>Grant from the State for recreation facilities:</p> <ul style="list-style-type: none">• The Rec Committee has asked to use about \$50,000 of the \$70,000 grant to hire a designer or landscape engineer to design the proposed new sports fields and recreation facility. It will be

appropriate for Board to vote on the use of these funds either tonight or the next meeting.
(The topic will be discussed at the next meeting)

Personnel:

- Barbara Bartlett announced this week that she plans to move back to NY to be closer to family and friends and will resign as Town Clerk after town meeting and the elections. She is a fantastic Town Clerk and a great member of the Town Hall team. She will be missed greatly. I plan to post her position shortly and will be forming a search committee in a couple weeks. Anyone interested in helping with the search should contact me.
- The Moderator is interested in finding a backup or deputy moderator, in case one is needed at the Town Meeting this May or future years. Anyone that is interested in serving as the Moderator should contact Amrith Kumar directly or let me know.

Beach Passes:

- Each year the Rec Director issues 10 parking passing to non-residents. These are very popular and the last couple of years, people have been lining up outside early in the morning, hours before the Town Hall opens.
- The 2010 ATM voted to allow the Select Board to issue a limited number of passes.
- According to meeting minutes, in April of 2013 the Board voted to limit the number to 10.
- Does the board want to consider changing the number of non-resident parking passes and the fee changed, currently at \$300? This impacts boaters and beach users. If so, we can schedule this very controversial topic for a future meeting. (Will be discussed at the next meeting)

Tax Bills:

- During January and February, Town Hall receives a lot of calls and visits from residents asking about their recent tax bills, some showing a large increase from the Q2 bill paid last November and the Q3 bill due in February.
- The 1st and 2nd quarter tax installments are each based on one-quarter of the prior fiscal year's total taxes. These bills are referred to as "estimated bills" or "preliminary bills".
- The 3rd quarter bills issued in January, reflect new assessed valuations and tax rates based upon town meeting expenditures last May.
- Estimated payments made in the 1st two quarters are subtracted from the total computed tax for this year and the remainder is billed over the 3rd and 4th quarter tax bills. Thus, any increase in taxes is spread over only two quarters not four.
- The increase from Q2 to Q3 can look larger than the true "year to year" tax increase.
- Anyone questioning their tax bill should contact the Assessors

Executive Session

At 8:57pm, 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 – 2nd. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion Carried.

Adjourn

At 9:25 Selectman Cranson moved to adjourn public session. Selectwoman Sonnenberg – 2nd. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion Carried.

Materials: agenda, minutes, 61A release documents, volunteer applications , citizens petition, presidential primary warrant,TA report, one day alcohol licenses, school budget presentation