

TOWN OF STERLING
BOARD OF SELECTMEN
February 19, 2020

MEETING:	Chairman Kilcoyne called the Select Board meeting to order at 6:32pm. Roll Call: Selectman Cranson – Present. Selectwoman Sonnenberg – Present. Chairman Kilcoyne – Present. Also present were Town Administrator, Ross Perry and Executive Assistant, Kama Jayne.
Minutes	Selectwoman Sonnenberg moved to approve the public minutes of February 5, 2019. Selectman Cranson 2 nd . Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion Carried. Selectwoman Sonnenberg moved to approve the public minutes of February 7, 2019. Selectman Cranson 2 nd . Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion Carried.
Police report	Chef Chamberland addressed the Board. His report included the following: <ul style="list-style-type: none">• Attended Alzheimer and Dementia meeting. Will implement “Take Me Home” Program in the near future. Police department will host a data base of individuals that may wander.• RAD class was recently taught to the Girl Scouts and parents• Sergeant Pomeroy procured State 911 training grant \$14,255.60• Signed a MOU with District Attorney and other police department forming a Critical Incident Management System, pertaining to substance abuse.• Roll out of Electronic Criminal complaint procedure whereby complaints can be sent electronically to the courts.• Hands free law will go into effect on February 23rd
Police Chief Contract	After discussion, Selectwoman Sonnenberg moved to approve and sign Chief Chamberland’s contract. Selectman Cranson 2 nd . Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion Carried. The contract will runs from July 1, 2020 – June 30, 2022.
Town Center Zoning	Town Planner, Domenica Tatasciore made a presentation, regarding proposed amendments to the Town Center Zoning District. The purpose of this amendment is to further foster Economic Development initiatives and endeavors of the Town by reducing the dimensional requirements and permitting mixed-use development in the Town Center Zoning District. Only by loosening site constraints will the Town be able to maintain its rural character, as it becomes necessary to develop and alter the current buildings. In short, the current protective bylaws prohibit the development of a traditional Town Center District. These proposed amendments will allow the Town to maintain its rural character, even as the current buildings are replaced in the future. After discussion, Selectwoman Sonnenberg moved to support the proposed Town Center zoning amendments and to request that the Planning Board hold a Public Hearing, prior to Town Meeting. Selectman Cranson -2 nd . Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion Carried. The consensus of the Board was that they will support these proposed changes as a warrant article.
Fire Station Roof Repairs	Capital Budget Committee Chairman Everett Heller reported that there is money sitting in the Town Accounts that was appropriated years ago, at Town Meeting, to repair the Fire Station roof. His request was that the money either be spent for the purpose intended or returned to the general fund. Building Commissioner, Sarah Culgin will confer with Facilities Manager, Patrice Fullhart to decide upon the best solution for the issues of condensation and ice dams. Then they will get bids and move forward.

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Recreation request to use State grant funds	<p>Kristen Deitel, the Recreation Director, requested access to some of the State Grant money, which was reimbursed to the Town, after the completion of the West Sterling Courts. She reported that the Recreation Board would like to hire a designer to renovate the Town-owned area, on Boutelle Road, as athletic fields. After discussion, there remained an uncertainty as to whether the State reimbursement funds needed to go back into the Capital Fund or if the funds could be reclassified and used for this purpose. Therefore, the Board did not vote to allocate the funds for this project. The State Grant reimbursement funds will go back into the Capital Fund and a warrant article for the Recreational Fields project will be included in the Annual Town Meeting Warrant.</p>
Beach passes	<p>Currently, the Recreational Department distributes (10) \$300.00 non-resident parking passes for Lake Waushacum each year. The Town's bylaw states that "each year a limited number of non-resident parking passes shall be issued for a one-year term on a first come first serve basis" and "Non-residents will be charged a parking fee, as determined by the Board of Selectmen". Kristen Dietel requested that the Board set this year's number of Non-resident parking passes and the fee(s). After discussion, Selectwoman Sonnenberg moved to leave the number of annual parking passes at (10) and to increase the fee to \$400.00. Chairman Kilcoyne 2nd. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion Carried.</p> <p>At a future meeting, the Board will discuss the possibility of issuing separate beach and boat parking passes for next year.</p>
Funding for Engineer – Lake drainage Project	<p>The ad hoc beach study working group, with the support of the Conservation Commission, the Director of the Department of Public Works, and the Economic Development Commission have requested that the Board of Selectmen advance a warrant article at the ATM seeking approval of \$20,000.00. This money will be used to fund the preparation of a drainage improvement plan which will include field research and topographic surveys, a site plan, soil testing, and a drainage study. This will be the first step in remediating both roadway and town beach erosion concerns. This action will allow Sterling to request legislative action that would make bond funding available for the necessary improvements to the town beach. Three bids for this engineering project have been procured. Whitman and Bingham was the low bidder at \$15,515.00. After discussion, Selectman Cranson moved to engage Whitman and Bingham to design the drainage improvement plan for the Lake, to authorize Town Administrator, Ross Perry to sign the contract and to support the warrant article for the funding for this portion of the project. Selectman Sonnenberg 2nd. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion Carried.</p>
Fy21 Budget update	<p>The Town Administrator went over the preliminary budget update. He reported that the numbers are subject to change. However, the number are very promising (due in part to a reduction in debt services). The Town Administrator will continue to keep the Board informed.</p>
Town Moderator	<p>After discussion, Selectman Cranson reluctantly moved to accept the resignation of Amrith Kumar as the Town Moderator. Selectwoman Sonnenberg 2nd. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion Carried. The Board publicly thanked Amrith for his 4 years of service and commended him on the terrific job that he has done. He will be missed. The Board wished him well in his new life-adventure in Ireland.</p> <p>Julie Rusch has volunteered to stand in, as Moderator, at this year's Annual Town Meeting. Julie will meet with Amirth, The Town Administrator, Town Council, Finance and Capital Committees and others, in order to be prepared to serve. Anyone who might wish to be considered for this interim position, should immediately contact the Town Administrator so that they, too, can be initiated into the role and expectations of the Town Moderator, prior to the vote at the Annual Town Meeting.</p>
TA Contract	<p>After discussion, Selectman Cranson moved to approve and sign the Town Administrator's contract. Selectwoman Sonnenberg 2nd. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Chairman</p>

	<p>Kilcoyne – Aye. Motion Carried.</p>
One day License	<p>After discussion, Selectman Cranson moved to approve the one day alcohol licenses for Lori Whittle through The 228 on March 7, 2020 from Noon to 5:00pm, for a bridal shower and the one day alcohol license for Rosemary Laverdiere through The 228 on March 8, 2020 from 11:00am – 3:00pm for a shower. Selectwoman Sonnenberg 2nd. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion Carried.</p> <p>After discussion, Selectman Cranson moved to approve the one day alcohol licenses for David Chandler for Meadowbrook Orchard on March 14, 2020 from 4:30 pm to 9:00 pm, for a dinner. Selectwoman Sonnenberg 2nd. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion Carried.</p>
TA Report	<p><u>Town Administrator Report 2-19-20</u></p> <p>Open Space:</p> <ul style="list-style-type: none">• The Massachusetts Executive of Energy and Environmental Affairs has accepted, with Conditional Approval, the Town's Open Space and Recreation Plan. This will allow the town to participate in DCS grants through Feb 2027.• Thank you to Marion Larson, Chuck Plaisted and the OSIC for their efforts <p>Personnel:</p> <ul style="list-style-type: none">• The Town Clerk position is posted and we have received 10 applications. We are waiting to see if more are submitted before starting the screening process. Does anyone from the Board want to be on the screening committee?• Julie Rusch has stepped forward and offered to serve as Interim Moderator for the May 4th Town Meeting. Unless Amrith is still able to serve, the Town Clerk will open Town Meeting then conduct an election process to formally select the Interim Moderator.• Betty Kazan, Planning Board Administrative assistant is retiring effective mid-March. She has been here 5 years and I wish her well in the next phase of her life. This vacancy will be posted shortly. (The job will be an "in house" position. Working from home will not be permitted.) <p>Neighbor to Neighbor Fund Raiser</p> <ul style="list-style-type: none">• Firefighter Jim Emerton and the Sterling Fire Department have organized a fund raiser for the benefit of Neighbor to Neighbor Program with the cooperation of the Dunkin Donuts in Sterling. The Fund is intended to provide a "hand up" to individuals and families in Sterling who have demonstrated financial need. <p>Community Preservation Act (CPA)</p> <ul style="list-style-type: none">• The Board seemed to be interested in hearing more about this program. Domenica has contacted the CPA Steering Committee and they have offered to present at an informational meeting. (The meeting will be held on March 30th) <p>Projects:</p> <ul style="list-style-type: none">• School water heater; Four companies attended the pre-bid site visit this morning• 1835 Sprinkler System; the installation is proceeding nicely. The contractor has done a good job 'hiding' the pipes as much as possible. The estimated completion is the 3rd week in March
Adjourn	<p>At 9:25 Selectman Cranson moved to adjourn public session. Selectwoman Sonnenberg – 2nd. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion Carried.</p>

Materials: agenda, minutes, police report, police chief contract, TC Zoning proposal, Recreation letter, Beach pass info., lake drainage info., Moderator letter of resignation, TA contract One day application budget update, TA report, one day alcohol licenses