

TOWN OF STERLING
BOARD OF SELECTMEN
March 18, 2020

MEETING:	Chairman Kilcoyne called the Select Board meeting to order at 6:30pm. Roll Call: Selectman Cranson – Present. Selectwoman Sonnenberg – Participated remotely. 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 March 4, 2020. Selectwoman Sonnenberg 2 nd . Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion Carried.
Complete Streets Policy	The Town Planner has requested that the Board approve the Complete Streets Policy. The approval and adoption of the Policy Statement is procedural – once approved by MassDOT, Sterling is eligible for up to \$50,000.00 to complete the Tier 2 Prioritization Plan. This statement solidifies the Town's commitment to create a safe transportation network for residents of all ages and abilities. It allows the Town to become eligible for additional funding at the state level for infrastructure, planning and implementation of the Complete Streets goals. After discussion, Selectwoman Sonnenberg moved to approve and adopt the Complete Streets Tier 1 Policy Statement. Selectman Cranson 2 nd . Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion Carried.
Fair Com Update	The Sterling Fair committee needs the support of community organizations to help manage the parking lot this year. Since the Fair Committee does not have enough volunteers to handle this task, they are looking for 10 adults to manage the parking lot during the multiple 5-hour shifts. In return for their service, the Sterling Fair Committee will donate \$700 to the community organization for each shift that they man. Training will be provided to each group that wishes to participate. If your organization is interested, please contact Doug Downey at 774.262.4284. This year the fair runs from Friday 9/11 - Sunday 9/13.
MOU Fire	<p>The proposed MOU agreement addresses:</p> <ul style="list-style-type: none">• The residency requirement• Paid Leave• Stipends• Wages• The Chief's potential to hire additional Firefighters• Shift Bidding <p>After discussion, Selectman Cranson moved to approve and sign the MOU between the Town and the Fire Department Union. Selectwoman Sonnenberg – 2nd. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion Carried.</p>
COVID-19 Update	<p>As of this morning, the Board of Health voted to close the Municipal Buildings to the public. Therefore, at 10:15am the door were locked on the Town Office building and staff is available via email or phone. The Town will explore the option of working from home, should that become a necessity.</p> <p>On behalf of the Senior Center, Director Veronica Buckley, thanked the Sterling community for the numerous calls and emails from individuals, groups and churches offering support to our senior population. They will be contacted when/if the need arises. The Senior Center continues to offer meals on wheels, lunch delivery for vulnerable congregate lunch participants, transportation services, phone outreach and other services deemed necessary by the pandemic. People are encouraged to call 422</p>

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	<p>3032 for services or check the website for up to date information. The Senior center will be calling to make wellness checks on seniors and to help with the problems associated with isolation. Others in the community are encouraged to do the same.</p>
MOU Building Inspectors W. Boylston and Sterling	<p>This proposed agreement sets down the ground rules for mutual aid by the Building Inspectors for each town (Sterling and West Boylston). After mutual approval, each of the Town inspectors should be officially appointed as an Alternate Inspector for the other. The agreement will allow up to 15 inspections per year and it will not impact either town, financially. After discussion, Selectman Cranson moved to approve and sign the MOU between the Town of Sterling and the Town of West Boylston for Mutual Assistance of the Building Inspectors. Selectwoman Sonnenberg – 2nd. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion Carried.</p>
Seasonal Lic.	<p>After Discussion, Selectman Cranson moved to approve the seasonal Alcohol License for the Sterling National Country Club. Selectwoman Sonnenberg – 2nd. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion Carried. The License is valid from April 1, 2020 – November 30, 2020.</p>
Special Municipal Employees - Planning Board	<p>The Board received a request that the Planning Board members be designated as Special Municipal Employees. After discussion, Selectman Cranson moved to designate the Planning Board as Special Municipal Employees. Selectwoman Sonnenberg – 2nd. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion Carried.</p>
Manager change Barbers Crossing	<p>Tabled.</p>
Update Auditors Report	<p>Chairman Kilcoyne discussed the auditor's report and made mention of the following;</p> <ul style="list-style-type: none">• Excellent report• Minor finding that resulted from Worcester Regional Retirements usage of outdated data (not something that the Town itself has control over)• Solid financial standing• AA Bond rating• Reconciliation on all revolving accounts continues• Chapter 90 funds had not been sufficiently tapped as a financial resource for the DPW (Since the audit, Chapter 90 funds have been accessed for street and road projects. So this finding has already been rectified)• Strong long-term financial plan
Fy21 Budget and ATM Update	<p>The Town Administrator offered the following points in his update;</p> <ul style="list-style-type: none">• Budget has not changed dramatically• Finance Committee plans to meet March 23rd• ATM still scheduled for May 4 (will make changes if necessary)• The first draft of the ATM warrant will be sent to Department heads• Currently there are 11 consent articles• There are 3 new positions to be voted• The Board will begin review of the warrant articles at the next meeting
Appointment to Cultural Council	<p>Tabled.</p>
One day Alcohol	<p>Selectman Cranson moved to approve the one day alcohol permits for Molly Best through The 228 for April 19th from 1:00 – 5:00 pm for a bridal shower and for Betsy Sushchyk through The 228 for April 26th</p>

TA report

from Noon – 4:00 pm for a baby shower. Selectwoman Sonnenberg – 2nd. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion Carried.

Town Administrator Report 3-18-20

Health Issues:

- Precautions related to the Coronavirus necessitated this morning's action by the Board of Health to vote to close all municipal buildings to the public.
- Notices have been posted in multiple locations.
- Town Hall operations will continue. Anyone planning to do business with the town hall should use the drop box in front, or contact staff via email or phone. Certain licenses and permits can be obtained via the new online e-permitting application. This is new to all of us, so please be patient.
- Any staff member who is uncomfortable working in Town Hall, will have the option of working from home or taking a personal /sick day

Annual Town Election – Polling Hours

- The Town Clerk has requested that the Board consider modified hours for the May 11th Town Election - 12:00 noon until 5:00 PM
- Those hours are consistent with MGL
- It will reduce the number of poll workers, and thus exposure to the Coronavirus, if it is still a concern at that time.
- Absentee ballots are available if residents are unable to vote during that five hour period.

After discussion, Selectman Cranson moved that the May 11, 2020 election be held from 12:00 – 7:00 pm. Selectwoman Sonnenberg – 2nd. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion Carried.

Openings:

- Due to the sudden and tragic passing of Steve Staudaher, there is an opening on the Finance Committee. Currently, there are 3 open positions on the finance Committee and one opening on the Capital Advisory Committee. The Board may consider posting these vacancies. If the appropriate candidates apply in time, they may be considered for the joint appointment with the Fin Com and Moderator at your next meeting.

PSAs

- Condolences to Steve Staudaher's family
- Condolences to Kevin Lowe's family
- The Board thanked the Town administrator and staff for their work during this difficult time.

Adjourn

At 7:48 Selectman Cranson moved to adjourn public session. Selectwoman Sonnenberg – 2nd. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion Carried.

Materials: minutes, complete streets information, MOU Fire Dept., MOU Building Inspector mutual aid, Seasonal alcohol permit, special Municipal Employee info., volunteer application, TA report