

TOWN OF STERLING  
BOARD OF SELECTMEN Meeting  
May 18, 2020

MEETING:	Vice Chairman Cranson called the Select Board meeting to order at 2:00 pm. Roll Call: Chairman Kilcoyne – Present. Selectman Cranson – Present. Selectwoman Sonnenberg – Participated remotely. Also present were Town Administrator, Ross Perry and Executive Assistant, Kama Jayne.
Minutes	Selectman Cranson moved to approve the minutes of April 29th, 2020. Selectwoman Sonnenberg 2 <sup>nd</sup> . Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion Carried. Selectman Cranson moved to approve the minutes of May 13, 2020. Selectwoman Sonnenberg 2 <sup>nd</sup> . Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion Carried.
Public Hearing 61A Release of 175 Justice Hill Road	At 2:02, Selectman Cranson moved to open and continue the Public Hearing regarding the release of Chapter 61A land at 175 Justice Hill Road. The Planning Board, and the Assessors have voted to approve this release and to not pursue the purchase of the property. Conservation has not voted. However, the Conservation was given adequate notification. Therefore, the Select Board will vote without their input. After discussion, Selectman Cranson moved to approve the release of 175 Justice Hill Road (Worcester Registry of Deeds, recorded as Lot 1 on Plan of land recorded in Book 935, plan 74)., from 61A and to not pursue the purchase of the property. Selectwoman Sonnenberg – 2 <sup>nd</sup> . Selectman Cranson – Aye. Chairman Kilcoyne – Abstained. Selectwoman Sonnenberg – Aye. Motion carried. Selectman Cranson moved to close the Public Hearing. Selectwoman Sonnenberg – 2 <sup>nd</sup> . Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion Carried
Scholarships	Scholarships – tabled until the next meeting.
Electronic Signatures	After discussion of the <a href="#">Massachusetts UETA and MGL c. 110G sect. 7 and 9</a> , Selectman Cranson moved to accept the provisions of M.G.L. c.1106, regarding electronic signatures, and that the Select Board will henceforth execute approved documents either with electronic signatures or with wet ink signatures and that both carry the same legal weight and effect. Selectwoman Sonnenberg 2 <sup>nd</sup> . Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion carried.
Sign ATM and Election Warrant	After discussion, Selectman Cranson moved to sign the Annual Town Meeting Warrant. Selectwoman Sonnenberg 2 <sup>nd</sup> . Chairman Kilcoyne – Aye. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Motion Carried.
Graduating Seniors celebration	COVID-19, Social Distancing requirements, will make it impossible for the graduating Seniors to enjoy a traditional graduation ceremony and celebrations. Therefore, there has been a request to support the car parade on June 6 <sup>th</sup> through the District Towns. After discussion, Selectman Cranson moved to support the rolling car parade, through Sterling. Selectwoman Sonnenberg 2 <sup>nd</sup> . Chairman Kilcoyne – Aye. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Motion Carried. The police department will coordinate with the other towns and the organizers for the Sterling route.
Support for Master Plan Funding Grant	After discussion, Selectman Cranson moved to ratify the unanimous, affirmative vote that the Board took on May 13 <sup>th</sup> which authorized Chairman Kilcoyne to sign the letter in support of a FY 21 Planning Assistance Grant. This letter was submitted by MRPC to the Executive Office of Energy & Environmental Affairs on Sterling's behalf. Selectwoman Sonnenberg 2 <sup>nd</sup> . Selectman Cranson – Aye. Chairman Kilcoyne – Aye. Selectwoman Sonnenberg – Aye. Motion carried. The grant will allow the Town to engage the services of the MRPC in the planning aspects of the Town's Master Plan.
	The Board discussed and voted whether to support the following Town Meeting warrant articles.

Support of  
Articles

Article 1. FY21 Town Operating Budget – Chairman Kilcoyne moved to support this article. Selectman Cranson 2<sup>nd</sup>. Unanimous. Motion carried.

Article 22. Transfer from Water Enterprise Funds – Selectman Cranson moved to support this article. Selectwoman Sonnenberg – 2<sup>nd</sup>. Unanimous. Motion carried

Article 23. Transfer from Water Fund – Retained Earnings - Selectman Cranson moved to support this article. Selectwoman Sonnenberg – 2<sup>nd</sup>. Unanimous. Motion carried

\*Article 24. Board of Health Administrative Assistant - Selectman Cranson moved to support this article. Selectwoman Sonnenberg – 2<sup>nd</sup>. Selectman Cranson – Aye. Chairman Kilcoyne – Opposed. Selectwoman Sonnenberg – Opposed. Motion denied. The Board does NOT support this article.

Article 25. Assistant Town Administrator - Selectman Cranson moved to support this article. Selectwoman Sonnenberg – 2<sup>nd</sup>. Wording will be amended to read;

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$80,000, or any other sum, to hire a full time Assistant Town Administrator at Grade Level VI. This is a transitional position and is only authorized for one year through June 30, 2021 unless further appropriation is made to fund the position beyond June 30, 2021.

Selectman Cranson moved to support this article. Selectwoman Sonnenberg – 2<sup>nd</sup>. Selectman Cranson – Aye. Chairman Kilcoyne – Aye. Selectwoman Sonnenberg – Opposed. Motion carried.

Article 26. Full time Firefighter/Paramedic Positions - Selectman Cranson moved to support this article. Selectwoman Sonnenberg – 2<sup>nd</sup>. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Chairman Kilcoyne – Opposed. Motion carried.

Article 34. Community Preservation Act - Selectman Cranson moved to delete articles 34 and 35 (Article 35. Community Preservation Committee) from the warrant. Selectwoman Sonnenberg 2<sup>nd</sup>. Unanimous. Motion carried

Article 36. Amend the personnel bylaws – Selectman Cranson moved to support this article. Selectwoman Sonnenberg – 2<sup>nd</sup>. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion carried.

Article 37. Joint the Central Massachusetts Mosquito Control Project - Selectman Cranson moved to support this article. Selectwoman Sonnenberg – 2<sup>nd</sup>. Selectman Cranson – Opposed. Selectwoman Sonnenberg – Opposed. Chairman Kilcoyne – Opposed. Motion denied. The Board does not support this article.

Article 40. Veteran's Ceremony – Citizen's Petition - Selectman Cranson moved to support this article. Selectwoman Sonnenberg – 2<sup>nd</sup>. Unanimous opposition. Motion denied. The Board does not support this article.

Article 42. Playground Structure at Houghton School – Citizen's Petition- Chairman Kilcoyne moved to support this article. Selectwoman Sonnenberg – 2<sup>nd</sup>. Unanimous. Motion carried

Appoint Town  
Clerk as  
Chairman of  
Registrars

Article 44. Annual Town Election - Selectman Cranson moved to support this article. Selectwoman Sonnenberg – 2<sup>nd</sup>. Unanimous. Motion carried.

After discussion, Selectman Cranson moved to appoint Kathy Farrell as Chairman of the Registrars. Selectwoman Sonnenberg 2<sup>nd</sup>. Selectman Cranson – Aye. Chairman Kilcoyne – Aye. Selectwoman Sonnenberg – Aye. Motion carried.

TA Report

**Town Administrator Report 5/18/20**

**Town Hall Operations**

- Work continues with a mix of work at home and staggered appearances at Town Hall. Staff is available via electronics means.
- Starting 're-opening' discussions. The details and timing will depend upon the Governor's statement earlier today.

**Annual Town Meeting**

- Pending the Board's decision, the ATM is still planned for Monday June 22<sup>nd</sup>
- Actual date may depend upon Governor's announcement on 5/18 and beyond
- We will be meeting this week to work on the social distancing logistics of holding the meeting in multiple rooms, etc.

**Budget**

- After multiple revisions to lower the overall budget, I think it is a fair budget that reflects the difficult economic times.
- In the event Town Meeting doesn't occur on June 22<sup>nd</sup>, we are looking into the process to implement a 1/12<sup>th</sup> budget, based upon the FY 20 amounts.

**Announcements:**

- Through the efforts of the Town Planner, Domenica Tatasciore and MRPC, the Mass DOT approved the Sterling's Complete Streets Tier 1 Policy Statement.
  - The Complete Streets program is designed to enable safe access for all users, including pedestrians, bicyclists, motorists and riders of all ages and abilities.
  - After completing the Tier 2 process, Sterling will be eligible to submit projects for funding support.
- The CPA presentation is cancelled.
- Barbara Bartlett retired last Friday. Kathleen Farrell was sworn in as the new Town Clerk. Donna Landry started this morning as Assistant Town Clerk, filling Kathy's previous position.
- Patty Page has moved upstairs to support the Planning Board. Condolences to her for her sister's passing
- M.E. (Emily) Cane has started as the new part time Administrative Assistant to the Building Department.
- Big thank you to the DPW for the landscaping work in front of the Butterick Building and Common. The new entrance to the library looks great.

Adjourn

PSAs

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- The Drag strip reunion at the airport planned for June is now scheduled for June 19, **2021**
  - The Food is Love Program starts today. Free meals may be picked up at the First Church every Monday evening from 4:00 – 5:30pm through August. Donations may be made to sponsor this endeavor.
  - Food is also available daily through the Wheat Program in Clinton.
  - Memorial Day activities have been cancelled. The veteran's cemetery activities will be filmed by SLCT.

Selectman Cranson moved to adjourn the meeting at 4:05pm. Selectwoman Sonnenberg 2<sup>nd</sup>. Chairman Kilcoyne – Aye. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Motion carried.

Materials: agenda, minutes, 61A Documents, Electronic Signature Documents, draft warrant

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