

TOWN OF STERLING
Board of Selectmen Meeting
June 25, 2020

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| MEETING: | Chairman Kilcoyne, called the Board of Selectmen meeting to order at 8:35am. Roll Call: Selectman Cranson – Present. Select member Sonnenberg – Participated remotely. Chairman Kilcoyne – Present. Also present were Town Administrator, Ross Perry and Senior Executive Assistant, Kama Jayne. |
| Minutes | Selectman Cranson moved to approve the minutes of June 10, 2020. Select member Sonnenberg 2 nd . Selectman Cranson – Aye. Select member Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion Carried. Selectman Cranson moved to approve the executive session minutes of June 10, 2020. Not to be released. Select member Sonnenberg 2 nd . Selectman Cranson – Aye. Select member Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion Carried. |
| Transfers | After discussion, Selectman Cranson moved to approve the following Alternate Year-end Appropriation transfer requests; \$3200.00 from Legal to Facilities wages \$2510.00 from Town Clerk Wages to Town Clerk Salary \$1,000.00 from Legal to Treasurer/Collector Expenses \$1,500.00 from Legal expenses to Treasurer Collector Salary \$30,000.00 from DPW wages to DPW Expenses \$590.00 from IT expenses to Operations Manager Salary Select member Sonnenberg – 2 nd . Selectman Cranson – Aye. Select member Sonnenberg – Aye. Chairman Kilcoyne - Aye. Motion Carried. |
| Sign CBA with Fire Union | After discussion, Selectman Cranson moved to sign the CBA Fire Union Contract for 2020 – 2023 with the Fire Union. Select member Sonnenberg – 2 nd . Selectman Cranson – Aye. Select member Sonnenberg – Abstained. Chairman Kilcoyne - Aye. Motion Carried. |
| Appointment | Selectman Cranson moved to appoint Patrice Fullhart to the Energy Committee. Select member Sonnenberg 2 nd . Selectman Cranson – Aye. Select member Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion Carried. |
| Re-appointments | Selectman Cranson moved to reappoint the full list of volunteers that were at their end of term. (See list at end of minutes). Select member Sonnenberg 2 nd . Selectman Cranson – Aye. Select member Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion Carried. |
| OML Training | The Town Administrator suggested that all Board and Committee members be trained in OML, conflict of interest and meeting minutes. The training will be conducted by K&P Law during the week of July 14 th . Selectman Cranson moved implement this mandatory training. Select member Sonnenberg 2 nd . Selectman Cranson – Aye. Select member Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion Carried. |
| Entrance to Public Ways | The Board considered the approval of a curb cut for a private driveway on 158 Justice Hill Road. The application was approved conditionally by the DPW, Fire Department, and Building Commissioner. After discussion, Selectman Cranson moved to approve the Entrance To Public Ways permit request for 158 Justice Hill Road. Select member Sonnenberg 2 nd . Chairman Kilcoyne – Aye. Selectman Cranson – Aye. Select member Sonnenberg – Aye. Motion Carried. All departmental conditions must be met. The Board considered the approval of a permit for Entrance to Public Ways for a business at 164 Pratts Junction. The application was approved conditionally by the DPW, Fire Department, and Building |

Commissioner. A \$5000.00 has been received. After discussion, Selectman Cranson moved to approve the Entrance To Public Ways permit request for 164 Pratts Junction Road. Select member Sonnenberg 2nd. Chairman Kilcoyne – Aye. Selectman Cranson – Aye. Select member Sonnenberg – Aye. Motion Carried. All departmental conditions must be met.

TA Report

Town Administrator Report 6/25/20

Town Hall Operations

- Similar to last report, it is open to the public, by appointment. Masks must be worn.
- All visitors will be logged in on sheets in each office visited by the staff member visited. This will be to assist any COVID-19 tracing should it be necessary

ATM:

- Is over!!!
- Attendance was 44% higher than average at 346 voters.
- Most of the articles passed with the exception of:
 - New ATA position.
 - Mosquito Control
 - Veterans Ceremony petition
 - Sale of a portion of 7 Sunset Drive
- The budget was passed, thus avoiding a 1/12th scenario and allowing municipal functions to continue.
- The Omnibus budget is down to \$24,280,607, representing a 2.01% increase over the FY 20 budget
- The estimated property tax impact is \$97.36 or a 1.56% increase on the average tax bill.
- This leaves a financially sound Excess Levy Capacity of \$1.1M before a Proposition 2 ½ would be required in the future.
- The Town has already received a payment of \$57,000 from the State to cover additional expenses due to the Coronavirus, including added costs for the ATM
- Thank you to the many staff, volunteers, local businesses that stepped up to make the ATM held at the airport a reality.

Houghton Water Heater:

- The new 190 gal propane fired water heater, approved by the Town meeting previously is installed. It replaces a 600 gal oil fired burner and should significantly improve the efficiency. The new water heater can be converted to natural gas, if/when gas service is brought to the school.

TA Retirement
Announcement

Last January while preparing for discussions on my employment contract with the Town which was scheduled to end in February, we discussed my desire to reduce my work hours. After working for 50 years it is time to cut back. Instead of leaving in February, I offered to continue full time until July to help the town through the budget and ATM season and to complete the negotiations on the three labor contracts due this June.

At that time we agreed to an alternate idea of hiring an Assistant TA who would allow me to cut back my hours and my salary accordingly with the goal of this person taking over as TA completely some time before 6/30/20.

This idea seemed to address multiple goals, smooth transition from me to the next TA; additional work from the Administrator's office, hopefully in Personnel; and a chance to ensure this person is good fit for Sterling while I am still here.

As a side note, the Auditor who reviews the Town's financial records had commented that Sterling's previous frequent turnover of Town Administrators was a concern. When he heard of this succession plan, he said it made sense and would avoid the previous concerns about TA changes.

As we know the Assistant TA position was not approved by the voters at the ATM.

This vote is understandable, especially during these uncertain COVID-19 times.

However, I still need to reduce my hours.

Per my employment contract;

Section 7. Resignation.

Perry shall be required to provide the Town with a minimum of sixty (60) calendar days written notice should he choose to resign his employment.

To provide the Town as much time as possible to make plans, 99 days, today I am announcing my plan to retire from a position that that I truly loved, effective Friday October 2nd, 2020.

Ross Perry

At 9:37 am Selectman Cranson moved to Adjourn. Select member Sonnenberg – 2nd. Selectman Cranson – Aye. Select member Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion Carried

Materials: Agenda, Minutes, transfer requests, Firefighters contract, re-appointment list, Entrance Permits, TA report and resignation

Re-appointments

1835 Town Hall Term end – June 30, 2023

John Chandler

Carl Corrine

Christine McCarthy

40 B Review Committee Term end – June 30, 2021

Donald Harding

ADA Advisory Term end – June 30, 2021

Donald Harding

Ron Pichierri

Kenneth Stidsen

ADA Coordinator Term end – June 30, 2023

Matthew Marro

Housing Initiatives Term end – June 30, 2021

Diana Baldarelli

Pat Fox

Robert Protano

Agricultural Commission Term end – June 30, 2023

David Grinkis

Robert Nickerson Jr.

Michael Pineo

Adjourn

Animal Control Advisory Board Term end – June 30, 2021

Ann Marie Catalano

Edith McNamara

Cynthia Miller

Kathleen Nickerson

Theresa Sadler

Frances Simonds

Animal Control Officer Term end – June 30, 2021

Louis Massa

Alternate Animal Control Officer Term end – June 30, 2021

Steven Jones

Assistant Emergency Management Director Term end – June 30, 2021

James Emerton

Alternate Building Inspector Term end – June 30, 2021

George Tignor

Cable TV Advisory Board Term end – June 30, 2023

Gregory Billings

Capital Budget Committee Term end – June 30, 2023

Todd Chapman

Mary Cliett

Conservation Agent Term end – June 30, 2023

Matthew Marro

Conservation Commission Term end – June 30, 2023

Steven Pavlowich

Sue Valentine

Council on Aging Term end – June 30, 2023

Nancy Castagna

Elizabeth Pape

Susan Protano

Earth Removal Term End – June 30, 2023

John Kilcoyne

Earth Removal Bylaw Review Committee Term end – June 30, 2021

Carl Corrinne

Economic Development Term end – June 30, 2023

Michael Pineo

Electrical Wiring Inspector Term end – June 30, 2021

Curt Bjorkman

John Gary Harrington

Paul Kathman

Emergency Management Director Term end – June 30, 2022

David Hurlbut Jr.

Energy Committee Term end – June 30, 2022

Joseph Curtin

Chip (Daniel) Hallett

Sean Hamilton

Ross Perry

Extension Service Term end – June 30, 2021

Loret Schur

Finance Committee Term end – June 30, 2023

Everett Heller

Gas Inspector Term end – June 30, 2021

Robert Janda

Jeremy Pierce

Hearing Officer Term end – June 30, 2021

Ross Perry

Historical Commission Term end – June 30, 2023

James French

Lindsey Van Gieson

Master Plan Committee Term end – June 30, 2021

Blaine Bershad

Robert Dumont

James French

Angela Grattaroti

Rose Koven

Marion Larson

Jed Lindholm

Richard Maki

Patty Page

Keith Cordial

Elizabeth Pape

Charles Plaisted

Robert Protano

Julie Rusch

Maureen Cranson

John Kilcoyne

Montachusett Regional Transit Authority Term end – June 30, 2021

Richard Maki

Montachusett Joint Transit Authority Term end – June 30, 2021

Richard Maki

Montachusett Regional Planning Commission ALT. Term end – June 30, 2021

Richard Maki

Municipal Coordinator Term end – June 30 2022

David Hurlbut Jr.

Open Space Implementation Committee Term end – June 30, 2021

Jeffrey Keay

Peder Pedersen

Sue Valentine

Police Cell Monitor Term end – June 30, 2021

Benjamin Dame

Danielle Mallette

Dawn Metcalf

Kim Thebeau

Procurement Officer Term end – June 30, 2021

Ross Perry

Public Weighers Term end – June 30, 2023

Heidi Lindgren

Regional Emergency Planning Committee Term end – June 30, 2021

Gary Chamberland
James Emerton
David Favreau
Donald Hamilton
David Hurlbut Jr.
Peter MacDonald

Right to Know Coordinator Term end – June 30, 2021

David Hurlbut Jr.

Sexual Harassment Officer Term end – June 30, 2021

Gary Chamberland
Ross Perry

Town Forest Committee Term end – June 30, 2023

James French
Michael Pineo

Veteran's Agent Term end – June 30, 2021

Rick Voutour

Veteran's Grave Officer Term end – June 30, 2021

Robert Temple

Wachusett Fund Committee Term end – June 30, 2021

Gary Chamberland
David Hurlbut Jr.
Peter MacDonald

Zoning Board of Appeals

Diana Baldarelli
Patrick Fox