

TOWN OF STERLING  
Select Board Meeting  
August 19, 2020

MEETING:	Chairman Cranson, called the Select Board meeting to order at 6:01 pm. Roll Call: Chairman Cranson – Present. Select member Sonnenberg – Participated remotely. Selectman Kilcoyne – Present. Also present were Town Administrator, Ross Perry and Senior Executive Assistant, Kama Jayne.
Minutes	<p>Select member Sonnenberg moved to approve the public minutes of August 5<sup>th</sup>, 2020, as amended. Selectman Kilcoyne 2<sup>nd</sup>. Chairman Cranson – Aye. Select member Sonnenberg – Aye. Selectman Kilcoyne – Aye. Motion Carried.</p> <p>Select member Sonnenberg moved to approve the executive minutes of August 5<sup>th</sup>, 2020 – not to be released. Selectman Kilcoyne 2<sup>nd</sup>. Chairman Cranson – Aye. Select member Sonnenberg – Aye. Selectman Kilcoyne – Aye. Motion Carried.</p>
Neighbor to Neighbor Donation	In March, the Fire Department held a fundraiser at Dunkin Donuts at 50 Leominster Road. They raised \$853.00 and the corporate office for Dunkin Donuts donated \$848.00. Therefore, Chief Hurlbut was able to present a check to Pat Fox for the Neighbor to Neighbor Fund for \$1,701.00. Both Mr. Fox and the Board thanked the Fire Department for participating in this endeavor to help those in need.
New FD Employee	Chief Hurlbut introduced the new full-time firefighter/paramedic, Steven Brosque. Mr. Brosque had worked as a call fire fighter for Sterling for the past 4 years. He has 15 years of experience as a full-time Firefighter in the Town of Northborough. The Board welcomed Mr. Brosque and wished him well in his new career, here in Sterling.
Election Workers	<p>After discussion, Selectman Kilcoyne moved to appoint the following election workers with their term to expire August 15, 2021; Bonnie Lee Alfke, Jessica Baer, Michelle Baliunas, Lisa Belmain, Blaine Bershad, Sharon Bloom, Jane Brunetta, Irene Camerano, Anne Marie Catalano, Linda Clark, Connie Cleary, Mary Cliett, Lois Courville, Judy Doherty, Debbie Dupuis, John Farrell, Kevin Falnnery, Laura Giard, Judith Glasier, Philip Gold, Utahna Hallet, Tracey Heald, Cheryl Koleshis, Rosanne Mapp, Heide Martin, Arlene McGirk, Alicia McHugh, Anita McKenney, Marina Meehan, Kevin Moulton, Judy Muckenstrom, Kirsten Newman, Robert Nickerson Jr., Audra Rainsford, Carol Sarafconn, and Beth Stephenson. Select member Sonnenberg 2<sup>nd</sup>. Chairman Cranson – Aye. Selectman Kilcoyne – Aye. Select member Sonnenberg – Aye. Motion carried.</p> <p>After discussion, Selectman Kilcoyne moved to appoint Richard Barriere as a Registrar of voters with his term to expire April 1, 2023. Select member Sonnenberg 2<sup>nd</sup>. Chairman Cranson – Aye. Selectman Kilcoyne – Aye. Select member Sonnenberg – Aye. Motion carried.</p>
Senior Center Update	<p>Senior Center Update by Senior Center Director, Veronica Buckley;</p> <p>Since March 16<sup>th</sup>, Congregate meals have not been held at the Senior Center. However, since that time, the Senior Center continues to prepare/deliver meals. In fact, the SC has served thousands of meals and provided transportation for hundreds of essential trips</p> <ul style="list-style-type: none"><li>• Volunteers have made trips to drugstores and grocery stores for those who are not able to get out themselves</li><li>• The SC is open only by appointment or by registrations to programs</li><li>• All programs are currently being held outside, on the covered patio (A special thank you went out to Atlantic Tent Company for providing the covering for the patio)</li><li>• To help combat social isolation, there is a new program where seniors can register for a time to sit on the covered patio and talk to others while social distancing</li></ul>

- The classic car rally was redefined and turned into a classic car cavalcade through the Center of Town on August 13<sup>th</sup>.
- Flu clinic will be organized as a drive-through, by appointment, service at the Senior Center
- There is a new kitchen manager
- The website has been updated
- Voice activated, video calling is currently being researched. It would provide an option to seniors, during the pandemic, to help alleviate isolation

Veronica publicly thanked her staff and volunteers for redefining their roles during this time of hardship to help those in need.

Peg's Trail

The Open Space Implementation Committee put out an RFQ for enhancements to the current trail, at the Senior Center/SPARC Park area, known as Peg's Pond. The purpose is to make the trail ADA accessible. Chuck Plaisted, Chair of the OSIC, was able to secure a grant for \$10,000.00 for the purpose. However, the quotes received for the project, far exceeded his expectations and funding. Therefore, since the DPW is doing a very good job of leveling the area, the Open Space Implementation Committee will rely of the efforts of the DPW and volunteers instead of outside contractors to complete this project.

Street Light Request Justice Hill

A resident requested that a street light be installed in front of his house on Justice Hill Road. He reported that the traffic has increased on the road, due to new construction. The Light Department offered the option of the installation of a private light (53 watt LED at 7.98 per month). However, the resident declined and requested that the Town put in the light. The Chief of Police was asked for input. He reported that;

- No traffic count has been completed. However, he would surmise that the construction of new homes would increase the traffic on the road
- There are no sidewalks and the hill is steep. However, there have been no crashes, caused by diminished visibility, at that particular area on Justice Hill
- Adding a light at that particular spot would create more clustered lighting than on other portions of that road

After consideration, Selectman Kilcoyne moved to decline the request. Select member Sonnenberg 2<sup>nd</sup>. Chairman Cranson – Aye. Selectman Kilcoyne – Aye. Select member Sonnenberg – Aye. Motion carried.

Special Town Meeting

The Board discussed the possibility of a Special Town meeting to move forward on the articles that are being held in abeyance, since the Annual Town Meeting. After discussion, Selectman Kilcoyne moved to approve a Special Town Meeting on Dec. 7, 2020 to be held at the Schools at 6:30 pm. Select member Sonnenberg 2<sup>nd</sup>. Chairman Cranson – Aye. Selectman Kilcoyne – Aye. Select member Sonnenberg – Aye. Motion carried

Sign Primary warrant

Selectman Kilcoyne moved to sign the Warrant for the 2020 State Primary, to be held on September 1, 2020. Select member Sonnenberg – 2<sup>nd</sup>. Selectman Kilcoyne – Aye. Select member Sonnenberg – Aye. Chairman Cranson – Aye. Motion Carried

Entrance to Public Ways

The Board considered the approval of a curb cut for a private driveway at 1 Heywood Road (parcel 43-17) onto Rowley Hill Road. The application was approved by the DPW, Fire Department, and Building Commissioner. After discussion, Selectman Kilcoyne moved to approve the Entrance To Public Ways permit request for parcel 43-17 onto Rowley Hill Road. Select member Sonnenberg 2<sup>nd</sup>. Chairman Cranson – Aye. Selectman Kilcoyne – Abstained. Select member Sonnenberg – Aye. Motion Carried.

After discussion, Selectman Kilcoyne offered to step forward for consideration as the Municipal School Labor Negotiator Candidate. Select Member Sonnenberg moved to appoint John Kilcoyne as the

School Labor  
Negotiator  
Candidate

Municipal School Labor Negotiator Candidate. Chairman Cranson 2<sup>nd</sup>. Chairman Cranson – Aye. Selectman Kilcoyne – Aye. Select member Sonnenberg – Aye. Motion carried

Approve lighting  
of Municipal  
Buildings

The Sterling Historical Society has made a request, through Select member Sonnenberg that the Town join in the Celebration of the 100<sup>th</sup> anniversary of the 19<sup>th</sup> amendment. Their request is for authorization to light the front of the 1835 Town Hall, during the week of August 23. After discussion, Selectman Kilcoyne moved to approve the lighting of the 1835 Town Hall, in celebration of the 100<sup>th</sup> anniversary of the 19<sup>th</sup> Amendment. Select member Sonnenberg 2nd. Chairman Cranson – Aye. Selectman Kilcoyne – Aye. Select member Sonnenberg – Aye. Motion Carried. This task will be handled by the proponents and Select Member Sonnenberg will take the lead so that there is no damage to the building and the lights are removed in a timely manner.

### **Town Administrator Report 8/19/20**

#### **Town Hall Operations**

- Limited opening, starting Saturday 8/22 through Friday 8/28 for early voting.
- Full opening planned for Monday 8/31
- Social distancing, face mask etc. required and several other steps taken to address the safety of all.
- If too many people are in the building at one time, doors will be locked and people may queue outside
- Building access is subject to the status of COVID pandemic in Sterling and updated directions from the Board of Health and the Governor.
- Due to ongoing limitations on the number of people in a meeting, public attendance at Board and Committee meetings will continue to be via remote access.

#### **Facilities:**

- The Town will be issuing an RFP for ~13 window replacements in the Butterick Building.
- Funding is via a capital article approved at the 2019 ATM
- I'm working with the representative of one of the property owners abutting the 1835 for an easement to run a sewer line from the 1835 Building to the Fire Station leach field
- Part of the discussion includes the owner paving the parking area behind The Brick with a lease arrangement to the Town for TDB number of municipal parking spaces. When I have terms that I think are reasonable, I will advise the Board.

#### **Sterling Inn:**

- The foreclosure for back taxes is delayed due the COVID pandemic impact on the courts.
- It now appears the Town could own the property by the end of this year.
- There is one person who is interested in this property and she will be showing a summary of her plans at the EDC meeting on Monday.
- As reminder there are were some zoning changes that would impact this parcel originally proposed for the ATM held in June, now slated for the next STM.

#### **Grants:**

- Through the work of Cathie Ryan and Pete Monchamp who have been cataloging grant history, I'm pleased to report the Town has obtained \$1,673,211 in grant funds over the last three years. \$1M of this is a State bond available in the future for the beach renovation and Swett Hill Drainage project obtained through the efforts of Dick Maki. This total doesn't include a number technical assistance grants.
- These grants have been obtained through the work of many Town employees.
- Even without the \$1M beach and drainage project, \$673.211 is a real cash benefit to the Town

TA  
Report

Adjourn

**Liquor Licenses:**

- At the last meeting the Board voted to Authorize the Town Administer to approve 1 day liquor licenses
- So far I have approved one license for the Davis Mega Maze Festival for 15 separate days from 9/19 to 11/1/20

While the Board is aware that people have concerns about school openings during the pandemic, they wish to remind the public that the Select Board has no purview over the school system and that concerns should be addressed with the School Committee.

Selectman Kilcoyne moved to Adjourn at 8:02pm. Select member Sonnenberg – 2<sup>nd</sup>. Selectman Kilcoyne – Aye. Select member Sonnenberg – Aye. Chairman Cranson – Aye. Motion Carried

Materials: Agenda, Minutes, appointment list, RFQ Pegs Pond, lighting request, Streetlight Appl., curb cut permit