

TOWN OF STERLING
Select Board Meeting
August 5, 2020

MEETING:	Chairman Cranson, called the Select Board meeting to order at 6:03 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.
Executive Session	<p>At 6:04pm, Selectman Kilcoyne moved to enter into executive session for Reason 3, M.G.L. c.30 Sec. 21(a) Litigation. MacLeod Vs The Town of Sterling. The Board will return to public session. Select member Sonnenberg – 2nd. Chairman Cranson – Aye. Select member Sonnenberg – Aye. Selectman Kilcoyne – Aye. Motion Carried.</p> <p>At 6:47 Selectman Kilcoyne moved to return to public session. Select member Sonnenberg – 2nd. Chairman Cranson – Aye. Select member Sonnenberg – Aye. Selectman Kilcoyne – Aye. Motion Carried.</p>
Minutes	Select member Sonnenberg moved to approve the minutes of July 7 th and the amended minutes of July 23 rd , 2020. Selectman Kilcoyne 2 nd . Chairman Cranson – Aye. Select member Sonnenberg – Aye. Selectman Kilcoyne – Aye. Motion Carried.
Town Administrator Search Committee	After discussion, Selectman Kilcoyne moved to appoint the following people to the Town Administrator Search Committee; Larry Pape, Todd Solar, Jack Chandler, Kate Pietrovito, Julie Rusch and Jim French. The employee representative will be Treasurer/Collector, Vicky Smith. Select Member Sonnenberg 2 nd . Chairman Cranson – Aye. Select member Sonnenberg – Aye. Selectman Kilcoyne – Aye. Motion Carried.
Housing Authority Appointment	After discussion, Selectman Kilcoyne moved to appoint Carolyn Heimborg to the Sterling Housing Authority. Select member Sonnenberg 2 nd . Chairman Cranson – Aye. Select member Sonnenberg – Aye. Selectman Kilcoyne – Aye. Motion Carried. If she chooses to continue to serve on the Housing Authority, Carolyn will need to run for the position next May.
Authorization for approval of One-Day Alcohol licenses	After discussion, Selectman Kilcoyne moved to authorize the Town Administrator to approve the One Day Alcohol permits and that the Town Administrator will include, in his report, information regarding any one-day alcohol permits that have been approved, since the last meeting. Select member Sonnenberg 2 nd Chairman Cranson – Aye. Select member Sonnenberg – Aye. Selectman Kilcoyne – Aye. Motion Carried.
Tag Sale	<p>After discussion, Selectman Kilcoyne moved to approve the request by the Cocker Spaniel Rescue of New England, Inc. to organize a tag sale on Saturday mornings from 8:00 - 12:00, through the end of September, with the following stipulations;</p> <ul style="list-style-type: none">• The Chair will sign an agreement for the use of the public property• The tag sale will be held in the back parking lot of the Butterick Building.• Vendors will be responsible for removing their own trash. However, the Cocker Spaniel Rescue of New England will ultimately be responsible, should a vendor leave trash behind.• No bathroom facilities will be made available by the Town• Must be open to other participants• COVID protocols must be followed <p>Select member Sonnenberg 2nd. Chairman Cranson – Aye. Select member Sonnenberg – Aye. Selectman Kilcoyne – Aye. Motion Carried.</p>

Master Plan
Appointment

On July 15, 2020, the Planning Board elected member Carl Corrinne as the Planning Board representative to the Master Plan Committee. Therefore, a request has been forwarded to make the appointment official. Selectman Kilcoyne moved to appoint Carl Corrinne as the Planning Board representative to the Master Plan Committee. Select member Sonnenberg 2nd. Chairman Cranson – Aye. Select member Sonnenberg – Aye. Selectman Kilcoyne - Aye. Motion Carried.

Filming contract

The Select Board office received an inquiry about how to get permission to film in the Town's public



2020 8 5 Film

Agreement by KP law

spaces. The Board considered the following agreement. This document spells out the Town's expectations and protects the Town's interests. Selectman Kilcoyne moved to approve the document as a "starting point for negotiations" with prospective film makers. Select member Sonnenberg 2nd. Chairman Cranson – Aye. Select member Sonnenberg – Aye. Selectman Kilcoyne - Aye. Motion Carried.

Should anyone wish to film in Town, they will be required to negotiate.

Liaison policy

The Board considered a simplified version of the Liaison policy and agreed that it would be adopted as "Guidelines". Selectman Kilcoyne moved that the Guidelines be approved with proposed amendments. Select Board Member Sonnenberg 2nd. Chairman Cranson – Aye. Select member Sonnenberg – Aye.



2020 8 5 Liaison

Guidelines.pdf

Selectman Kilcoyne - Aye. Motion Carried.

The Library would like a Select Board member as a Liaison. Select Member Sonnenberg will fill the position. The Conservation Commission will contact the Select Board if they feel it is necessary.

TA Report

Town Administrator Report 8-5/20

Town Hall Operations

- Similar to last report, the Town Hall is open to the public, by appointment. Masks must be worn.
- All visitors, in each office, will be logged by a staff member. This will assist any COVID-19 tracing should it be necessary
- Pending further developments and input from the Board, I am considering opening Town Hall to the public August 10th or 17th, subject to wearing masks and using hand sanitizer upon entry.
- Board and Committee meetings should remain open to the public via remote participation only. This avoids the potential problem of more people arriving to a meeting than the room will hold, due to the pandemic restricted capacity. This requires the remote access information be posted along with the agenda. Board & Committee members can attend in person or remotely.
- Employees are taking their planned vacations. Any that are returning from high risk states, as determined by the Governor are required to self-quarantine or show the results of a negative COVID-19 test before returning to work. In the interim, they must work from home, take additional time, and consult with their manager for additional arrangements.

Facilities:

- The Facilities Technician held a meeting with the department heads aka managers of other buildings to review annual expenses and agree on items that will be charged to the town wide facilities account versus to the respective department account.

- She also created a Job Request Process to ensure all items are addressed and work is coordinated.
- I'm working with Chuck Plaisted for a quote to place stone dust along two sections of the proposed Peg's Trail between the Muddy Pond playground and the Senior Center. The DPW has apparently agreed to the preliminary subbase work. They have already obtained grant money for this work. Quotes may be available for the Board to approve in time for the next meeting.

Complete Streets Grant

- Through the Town Planner's efforts, Sterling was awarded \$39,839.25 for technical assistance to develop a Prioritization Plan which will identify projects that incorporate Complete Streets elements. Once completed, and the Plan is accepted by MassDOT, Sterling can apply for Complete Streets construction funding.

Botanist Update:

- They have a lot of security and control measures in place.
- They are not open to the public.
- They have installed extensive odor control equipment.
- They claim they do not, and will not market to people under 21 and will not mfg. edibles in any cartoon shapes.
- Their provisional license from the State has been holding up their retail manufacturing, which is now expected in 5-6 months from now.

Special Town Meeting

- The Planning Board sent the Select Board a letter stating that they expect to have additional zoning proposals ready for the fall, along the several zoning and general bylaw changes that were pulled from the ATM. They are asking the Board to consider scheduling a STM for the fall of 2020.
- Apparently, the ZBA will vote at their next meeting to make a similar request.
- Possible dates are: First or second week in December or February 2021

Signs:

- As a reminder, signs, including campaign signs cannot be placed on Town or State property, including utility poles without permission from the Select Board. Signs cannot be placed on private property without the permission of the property owner.
- Unauthorized signs on Town property will be removed and held for a short time at Town Hall.

WRSD Negotiating Committee:

- There is an opening for a Municipal Representative on the Collective Bargaining Agreement committee. Based on their process from last year, they will select one person to represent all five towns.
- I was selected for this role last year as I feel it important to have input to the labor contracts since they have the greatest impact to the School's budget and thus their assessment to the Town.
- Does the Board want to offer a candidate for consideration?

Selectman Kilcoyne moved to Adjourn at 8:44pm. Select member Sonnenberg – 2nd. Selectman Kilcoyne – Aye. Select member Sonnenberg – Aye. Chairman Cranson – Aye. Motion Carried

Materials: Agenda, Minutes, Tag Sale request, liaison draft policy, volunteer applications,

Adjourn