

TOWN OF STERLING
BOARD OF SELECTMEN
December 2, 2015

MEETING:	Chairman Cutler called the meeting to order at 7:01 PM. Roll Call: Vice Chairman Kilcoyne – Present. Chairman Cutler - Present. Selectwoman Cranson - present
Minutes	Selectman Kilcoyne moved that the minutes of November 18, 2015 be approved, with the correction of a spelling error on the last page. Selectwoman Cranson 2 nd . Selectman Kilcoyne – Aye. Chairman Cutler – Aye. Selectwoman Cranson – Aye. Motion Carried.
1835 Building Report	<p>Chairman of the 1835 Town Hall Committee, Robert Jones publically thanked Sean Hamilton and the SMLD for the removal of a light pole that was situated next to the 1835 Town Hall. Robert McKay Jones, Joann Drown, Rob Barwise and David Gibbs were present. Mr. Jones reiterated, to the BOS, that the roof of the 1835 Town Hall is the top priority and that the goal of the 1835Town Hall Committee is to put on a new roof and include related structural enhancement which will open up the great hall. The 1835 Town Hall Committee recommends the use of architectural asphalt shingles because:</p> <ul style="list-style-type: none">• It can look very similar to slate• It is economical• Lighter than slate• It will last 35 or more years• Less expensive than metal• It will hold the snow cover unlike metal• Not prone to leaks, tears or pooling water <p>Over the next 3 months, the 1835 Town Hall Committee should secure bids from structural engineers and associated contractors specializing in the preservation of historic structures. Those bids would be presented to the Board of Selectmen.</p> <p>The 1835 Town Hall Committee will also investigate the septic tie-in behind the Fire Department. The Chairman of the Select Board suggested that they investigate the possibility of laying the pipe under the sidewalk, since the sidewalks will be replaced in the not too distant future.</p> <p>The 1835 Town Hall Committee will repair the Doric columns under the portico that are rotting and beginning to separate.</p> <p>Funding alternatives;</p> <p>The 1835 Town Hall Committee recognizes the need for alternative funding sources to help defray the cost of required repairs and they are prepared to seek funding through the Massachusetts Historical Commission and the Massachusetts Preservation Projects Fund Grant, as soon as possible.</p> <p>The 1835 Town Hall Committee continues to discuss research and evaluate the establishment of a <i>Friends of 1835 Town Hall</i> non-profit 503(c3) organization to help with fund raising activities. They have some work to do in this regard and are seeking input from all interested Towns’ people.</p>
Town Administrator’s 6 month review	The Board considered the use of an evaluation form that is currently used in a town, of similar size, in Georgia. The board will fill out the form and evaluate the Town Administrator at the next meeting.
New Senior Center report and use/rental policy	<p>Selectwoman Cranson reported the following regarding the new Senior Center.</p> <ul style="list-style-type: none">• The center is now closed to the elements and already exhibits heat retention. Thus far, the temperature remains in the 50s even with no heat on.• Work on all the systems is close to complete

- Finishing inside painting
- Kitchen & bathroom epoxy floors are done and spaces are defined.
- Electricity is on, parking lot lights are being installed
- Base coat has been put down in the parking lot
- Soil and loam are being spread, hydro seed will be applied soon to stabilize the soil for the winter
- Kitchen equipment has been ordered/ due on Dec. 14. Range, convection, dishwasher, sinks. Some equipment won't arrive until their installation is eminent.
- The Building Committee is currently speaking with WB Mason in regard to furnishing packages
- Internet, phone system needs will be addressed soon
- Contractors anticipate the completion of their contract by the end of January. At that point, interior finish work will begin
- Depending on the weather, the goal is to move into new building by mid march.
- Some outdoor work will need to be done in the spring...patio, extended landscaping, possible bus cover, etc.

The project is currently within budget. Architectural Consulting has been good at oversight.

Fundraising continues with the Friends of Sterling Seniors to address the 'above and beyond budget' needs. Volunteers are sought for the new Center. Lynn Garafolo is putting out the word and encouraging people to come in get their Cori checks done and to become familiar with the Senior Center and its' practices.

The Board was given copies of the Senior Center policies. They will consider endorsement of these policies at a future meeting.

Personnel Policy

The Board encouraged the collaborative efforts of the Personnel Board and the Finance Committee in establishing a financially sound and fair COLA recommendation. The Board would like there to be a fair correlation between union and non-union personnel compensation. The personnel Board is encouraged to endorse the Personnel Handbook so that it may be considered by the BOS at their next meeting.

Neighbor to Neighbor

Selectman Kilcoyne reported that the Neighbor to Neighbor Fund should probably be established within the Sterling LIONS association or as a separate 501C3 non-profit charity fund, in order for substantial fund raising efforts to take place. He stressed his opinion that without a charity, or non-profit status, the fund will be depleted in a relatively short time. He also announced that Lisa Call will be moving out of town. Therefore, the fund needs a volunteer from the community who will be able to meet with applicants and evaluate the best way to utilize the limited amount of money that is available.

Office Coverage

The Board discussed office coverage during staff half hour lunch breaks. The consensus of the Board was that the lunch break time should be posted in a conspicuous place (Office window) with the estimated return time clearly visible. The Board is aware that Senior work-off volunteers are not able to answer the questions or be of assistance for the half hour that the office may be unmanned during the half hour lunch break. However, Department Heads may use these volunteers for lunch break coverage.

TA Report

Police Station Roof

Repairs to the Police station roof were completed on Monday, November 30th.

Black Sheep water Issue

The Town Administrator visited the site where run-off from the Black-Sheep Tavern has been an annual safety issue. During winter months, the water had frozen and caused accidents. The Town Administrator reports that the recently installed cistern system is now operational and appears to be a success, as there was no longer water or ice on the street.

Public Session

Adjourn

19 Hardscrabble Road

The consensus of the Board was that the interests of the Town would be best served by selling the property at 19 Hardscrabble Road as soon as possible. As soon as the Conservation Commission has surveyed and established the pedestrian and intermittent vehicular easements for the property and they have been recorded, the sale of the land will be publicized. The Town Administrator will prepare an Invitation to Bid to be approved by the Board.

DLTA Grant

The Town Administrator has applied for another DLTA grant. This grant would allow the Town and Economic Development Committee to continue to work with the MRPC toward zoning reviews and changes along the Route 12 corridor.

New Sign

In a collaborative effort, the DPW and Sterling Municipal Lighting Department have opened up the driveway, in front of the Municipal Building and installed conduit that will deliver electricity to the island in front of the building. The Town will erect an electronic sign board there.

Holiday Party

All staff and volunteers from all Boards and Committees are invited to attend the holiday party at Meadowbrook Orchard on December 10th from 5:00 -7:00.

No one chose to speak at Public Session.

At 9:32 Selectman Kilcoyne moved to adjourn the meeting. Selectwoman Cranson 2nd.
Chairman Cutler - Aye. Selectman Kilcoyne – Aye. Selectwoman Cranson– Aye. Motion carried.

Materials: Minutes, 1835 Town Hall report, TA eval form, Senior Center rules , regulations and policy, NtN recom.