

TOWN OF STERLING
BOARD OF SELECTMEN
August 17, 2016

MEETING:	Chairman Kilcoyne called the meeting to order at 7:02 PM. Roll Call: Selectwoman Cranson - Present. Chairman Kilcoyne – present. Selectman Lane – Present.
School Lease	<p>The Town Administrator reported that the Town of Princeton and the Town of Sterling still oppose two sections of the proposed School Lease agreement.</p> <p>7.2 – The current proposal elevates the \$25,000.00 threshold for costs of Major Maintenance or Capital Improvements to \$35,000.00. This would hold the school financially responsible for maintenance or improvements that cost under \$35,000.00. Should the cost exceed \$35,000.00, the responsibility shifts totally to that of the Town. Sterling and Princeton are advocating for a co-payment system by the schools that would remedy the current disincentive to maintain the properties.</p> <p>8 – Currently, towns with sewer hookup are compensated. Those towns without Town sewer systems do not receive any compensation. Sterling and Princeton wish to receive comparable compensation and have those funds deposited into an account that will be used in the future to alleviate the expense of replacing their leach fields.</p> <p>The Board agrees that these changes to the agreement would be advantageous to the Taxpayers and therefore direct the Town Administrator to continue to advocate for those changes. The next lease will be honored for 10 years.</p>
Appoint Matt Stelmach to Energy Com	After discussion: Selectwoman Cranson moved to appoint Matthew Stelmach to the Energy Committee as an ALTERNATE. Selectman Lane 2 nd . Selectwoman Cranson – Aye. Selectman Lane – Aye. Chairman Kilcoyne – Aye. Motion carried.
Appoint Angie Richards as Associate Member of COA	After discussion: Selectwoman Cranson moved to appoint Angela Richards as an Associate (non-voting Member) of the Council on Aging. Selectman Lane 2 nd . Selectwoman Cranson – Aye. Selectman Lane – Aye. Chairman Kilcoyne – Aye. Motion carried.
Approve Road Closing	After discussion: Selectman Lane moved to approve Linda Davis' request to close the section of Meeting House Hill Road that runs in front of the church, from 6:30 am – 11:45 am on September 17 to accommodate the activities on the Common for the Town Wide Yard sale. Selectwoman Cranson 2 nd . Selectwoman Cranson – Aye. Selectman Lane – Aye. Chairman Kilcoyne – Aye. Motion carried.
Approve 1 day License 8 Point	After discussion: Selectwoman Cranson moved to approve the one day alcohol license for the 8 Point Sportsmen's Club for a function on August 20 th from 6 – 10 pm. Selectman Lane 2 nd . Selectwoman Cranson – Aye. Selectman Lane – Aye. Chairman Kilcoyne – Abstained. Motion carried.
Approve 1 Day License 228 Leom	After discussion: Selectman Lane moved to approve the one day alcohol license for Lloyd and Bouvier Inc through 228 Leominster Road for a function on September 16 th from noon – 5 pm. Selectwoman Cranson 2 nd . Selectwoman Cranson – Aye. Selectman Lane – Aye. Chairman Kilcoyne – Aye. Motion carried.
Approve Curb Cut 67 Swett Hill Road	After discussion: Selectman Lane moved to approve the request for a driveway/curb cut for 67 Swett Hill Road (lot3) provided that Town By-law restrictions are adhered to. Selectwoman Cranson 2 nd . Selectwoman Cranson – Aye. Selectman Lane – Aye. Chairman Kilcoyne – Aye. Motion carried.

Selectmen's Meeting Minutes

August 17, 2016

Fair Committee Liaison	After discussion with Terry Heinhold, Selectwoman Cranson volunteered to be the liaison for the Sterling Fair Committee. The Fair Committee is confident that Selectwoman Cranson will be an asset in their efforts to continue to improve the Fair and make it a yearly reality. Buttons to support the Fair, are available at the Appletown Market, Library, Town Hall and Senior Center. The fair will run from Friday September 9 th – Sunday Sept 11, 2016.
Approve Intermunicipal agreement For Veteran's Services	The intermunicipal Veterans Services was originally drafted by Leominster and was amended by Mike Szlosek, Town Administrator. At Lancaster's Board of Selectmen's meeting on August 16, 2016 the agreement was approved and signed. The details of exact times when the agent will be available in Sterling are still being considered. The venue will be the Shine Office at the Senior Center. However, the Agent will be available at the Leominster office when he is not on-site in either Lancaster or Sterling. After discussion, Selectwoman Cranson moved that the Board approve the agreement and that Chairman Kilcoyne be designated as the signatory. Selectman Lane 2 nd . Selectwoman Cranson – Aye. Selectman Lane – Aye. Chairman Kilcoyne – Aye. Motion carried.
Use of Butterick Building	The Town Clerk, Dawn Michanowicz, reported to the Board that the State now legally mandates that towns provide an area for early election polling for Presidential elections. This will mean that residents may vote early without an excuse (a valid excuse is currently required for absentee ballot). The Statutory deadline is early October. Therefore she is advocating for moving the Town Clerk's office to the basement area. The consensus of the Board is that they are generally in favor of this proposal. However, they would like further details. They wish to know if the infrastructure will be adequate and they also request a cost estimate for this endeavor. Mr. Kumar voiced his concern that the vault, which is situated next to the current location of the Clerk's office will then be inconveniently located. The clerk assured him that the issue of vault convenience could not take priority over the space required to adhere to the new state mandate. Early voting will run from October 24 – November 4.
Employee Reviews	After discussion, the Board decided that the current review form for employees will continue to be used. The Library Director has a different form that she prefers and the Board has not problem with her continued use of that form. The reviews shall be completed prior to the start of the budget process.
TA Goals and Objectives	<p>The Board will present their proposed goals and objectives next week. The Town Administrator's own goals and objectives follow:</p> <ol style="list-style-type: none">1. Draft and revise the Personnel Bylaw for Town Meeting2. Address the Classification and Compensation plans by one of the following means;<ol style="list-style-type: none">A. New Personnel BoardB. Collaborative Employee CommitteeC. Consultant3. Implement Employee Reviews4. Proceed with Hardscrabble sale5. Solve issues at Fire Department and 1835 Town Hall6. Resolve IT issues regarding deficient backup and website training
Town Administrator Report	<p><i>1835 Town Hall Roofing issues</i>- The Facilities manager will open the ceiling at the 1835 Town Hall to expose the beams. The BOS will be notified when the beams are exposed for inspection.</p> <p><i>Watering Ban</i> – There is now a full watering ban in town. The BOS would like to have a meeting between the Board of Health, the Water Department and the Board of Selectmen to initiate discussions on future plans for the Town's water requirements.</p>

Status 33 Main Street – There is apparently no work being done to conform to the mandate by the Town for improvements to the nuisance property located at 33 Main Street. The Board requested that the Town Administrator check with Town Council to determine the fines that may be imposed or other available options if the work has not been completed by October 1st.

Hardscrabble Road – The Conservation Commission did not vote in regard to moving the easement on the Hardscrabble property. It is their intent to harvest the trees at the back of the property prior to the sale. Selectman Lane proposed that the Town subdivide the property and retain 20' wide parcel for Conservation access so that there will be no encumbrances on the property. The Conservation Commission will be asked about their opinion regarding the subdivision and the plan will be redrawn. The Board is working toward recovering as much money as possible on the sale of this property as per the understanding of voters at the Town meeting at which the purchase was approved. The Conservation Commission will be invited to next week's meeting.

Special Town Meeting – The Board was asked to consider whether they want a Special Town Meeting (possibly Nov 24th).

Public Session

Mr. Kumar, Chairman of the IT Committee announced that the IT Committee hopes to meet with Spaulding Hill on September 12. The IT Committee is concerned about the lack of standardization. He reported that the Committee will require funds to update the hardware/software, establish a common mail server and improve back-up.

The Board public recognized the passing of Nancy Kristoff. She was a long time resident in the Town and involved in a myriad of programs and committees

Adjourn

At 9:02 Selectman Kilcoyne moved to adjourn the meeting... Selectwoman Cranson – 2nd Selectman Lane – Aye. Selectwoman Cranson - Aye. Chairman Kilcoyne – Aye. Motion carried.

Materials: school lease proposal, volunteer applications, proforma request, 1 day alcohol permit requests, curb cut application, Veterans agreement, ground floor proposal, review forms