

TOWN OF STERLING
Select Board
August 4, 2021

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| | <p>Chair Cranson called the Select Board meeting to order at 6:30 pm. Roll Call: Chair Cranson – Present. Select member Sonnenberg – Present. Select member Kilcoyne – present.</p> <p>Also present were Town Administrator, Kellie Hebert and Senior Executive Assistant, Kama Jayne.</p> |
| Minutes | <p>Select member Kilcoyne moved to approve the minutes for July 21, 2021. Select member Sonnenberg 2nd. Chair Cranson – Aye. Select member Sonnenberg – Aye. Select member Kilcoyne – Aye. Motion carried.</p> |
| EDC Appointment | <p>Select member Kilcoyne moved to appoint Rosanne Mapp to the Economic Development Committee. Select member Sonnenberg 2nd. Chair Cranson – Aye. Select member Kilcoyne – Aye. Select member Sonnenberg – Aye. Motion Carried. Her term will expire on 6/30/2023.</p> |
| Conservation Commission Appointment | <p>Select member Kilcoyne moved to appoint Chris O’Neil to the Conservation Commission as a full member. (He previously held the Alternate position). Select member Sonnenberg 2nd. Chair Cranson – Aye. Select member Kilcoyne – Aye. Select member Sonnenberg – Aye. Motion Carried. His term will expire on 6/30/2024.</p> |
| Appoint Alternate to MRPC | <p>Select Member Sonnenberg moved to appoint John Kilcoyne as the Alternate to the MRPC. Select member Kilcoyne 2nd. Chair Cranson – Aye. Select member Kilcoyne – Aye. Select member Sonnenberg – Aye. Motion Carried.</p> |
| Crafters umbrella Policy for ART in the PARK | <p>After discussion, Select member Sonnenberg moved to allow crafters to participate in the Arts in the Park program, without individual cost to them, at the Cultural Councils’ discretion. Select member Kilcoyne – 2nd. Chair Cranson – Aye. Select member Kilcoyne – Aye. Select member Sonnenberg – Aye. Motion Carried.</p> |
| Town beach/park Rental policy | <p>The Board was presented with two options for a Town Beach/Park rental policy. The Executive Assistant will merge elements of each to create an application/policy for the Board to consider at a future meeting. She will also forward the draft of the proposal to both the Conservation Commission and the Lake Association for their input. The application will be approved at a future meeting so that the general public will be included.</p> |
| Hazard Mitigation Plan | <p>Chief David Hurlbut, and Town Planner, Domenica Tatasciore have worked with the MRPC consultants to finalize Sterling’s Hazard Mitigation Plan for the Town. The purpose of this plan is to define the processes, procedures and courses of action to be followed in response to natural disasters. These plans are intended to reduce, alleviate or prevent injuries, loss of life and/or property damage. After discussion, Select member Kilcoyne moved to approve the proposed Hazard mitigation Plan. Select member Sonnenberg -2nd. Chair Cranson – Aye. Select member Sonnenberg – Aye. Select member Kilcoyne – Aye. Motion carried.</p> |
| Inter-Municipal Agreement for Building Com. | <p>After discussion, Select member Sonnenberg moved to approve an intermunicipal Agreement between Sterling and Boylston to share the services of Building Commissioner/Enforcement Officer, Tony Zahariadis, contingent upon vetting by Town Council. Select member Kilcoyne 2nd. Chair Cranson – Aye. Select member Sonnenberg – Aye. Select member Kilcoyne – Aye. Motion carried. The term of the agreement is 5 years and may be renewed for succeeding three-year periods. This agreement does not impact the Town’s budget.</p> |

Select Board Meeting Minutes

August 4, 2021

Building Department Fees

The Board considered the Building Commissioner's proposed fee changes. Currently, building permit fees are determined by the applicant's stated value of the project. The building permit fee is currently calculated at \$10, 00 per \$1000.00 of that value, with the minimum Residential Permit fee of \$60.00 and the minimum Commercial permit fee of \$110.

However, applicant's estimates do not always reflect the **fair** value of the building. Therefore, the Commissioner proposes that he use a "cost calculator" method to verify the accuracy of the value of the construction project. (Proposed "cost calculation" = \$50 per square foot for Residential properties and \$125.00 per square foot for Commercial properties). Residential building permit fees will then be set at \$10.00 per \$1,000.00 of that calculated value and Commercial building permit fees will be set at \$13.75 per \$1,000.00 of that calculated value. Note: If the initial, reported contract value exceeds the "cost calculator" value, the reported contract value will be used to determine the building permit fee. (The minimum Residential building permit fee would be \$75.00 and the minimum Commercial building permit fee would be \$250.00) These changes will bring Sterling closer to the "industry standard" for permit fees.

The Commissioner also recommended a new gas and plumbing fee schedule. (See below). After discussion, Select member Sonnenberg moved to approve the Building Commissioner's proposals for increased inspectional fees. Select member Kilcoyne – 2nd. Chair Cranson – Aye. Select member Sonnenberg – Aye. Select member Kilcoyne – Aye Motion carried.

Town Administrator Report

- Lou Massa is retiring after 17 years as the Animal Control officer. He has also been a van driver for the senior center. He will be missed.
- Robert Nickerson will soon be employed as the new full-time Paramedic/Firefighter.
- The DPW has hired 4 new people. The Town welcomes Robert Harvey, David Rembetsy, Daniel Topper and Matthew Staples.
- Alyssa Khan is the new library associate
- Officer Benjamin Dame will become the new Police officer.
- Job postings include Interim Coordinator for the Recreation Department, Recreation Director, and DPW Superintendent.
- Language for the 1835 Sewer project is being finalized.

PSA

- The Farmer's Market is held every Friday afternoon in front of the Butterick Building
- The Fair will be held on September 10 – 12.
- Special Thanks to the Recreation Commission for all their efforts during this difficult time without a Director or Assistant.
- The Fire Department has requested permission to make cross street a one-way on September 25 from 2:00 – 5:00 in order to accommodate distribution of food for their annual BBQ. Select member Sonnenberg moved that Kama be authorized to approve the request. Select member Kilcoyne 2nd. Chair Cranson – Aye. Select member Sonnenberg – Aye. Select member Kilcoyne – Aye Motion carried.
- The Employee compensation study will begin soon.

Adjourn

At 7:24, Select member Sonnenberg moved to adjourn the meeting. Select member Kilcoyne 2nd. Chair Cranson – Aye. Select member Sonnenberg – Aye. Select member Kilcoyne – Aye Motion carried.

Materials: agenda, minutes, volunteer applications, MRPC appointment letter, Town Property rental info. Hazardous mitigation declaration, intermunicipal agreement, Inspectional Services Fees Memo

Proposed Gas/Plumbing Fee Schedule

Plumbing

Single family house (3) \$250 plus \$10 per fixture
Apartments/condos (3) \$250 plus \$10 per fixture
Remodel/renovation (2) \$175 plus \$10 per fixture
One fixture replacement (1) \$75
Hot water (1) \$75
Dishwasher (1) \$75
Toilet (1) \$75
Boiler replacement (1) \$75
New boiler (1) \$75
Back flow (1) \$75

Gas

Single family house (2) \$150 plus \$10 per fixture
Apartments/condos (2) \$150 plus \$10 per fixture
Underground (1) \$75
Boiler replacement (1) \$75
Boiler new (2) \$150
Furnace (1) \$175
Hot water (1) \$75
Fireplace (2) \$150
Stoves replacement (1) \$75
Stoves new (2) \$150
Generator (2) \$150

Electrical

\$75.00 each inspection