


TOWN OF STERLING
Select Board Meeting
September 23, 2020

MEETING:	Chairman Cranson, called the Select Board meeting to order at 6:06 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>Selectman Kilcoyne moved to approve the amended minutes of September 2, 2020. Select member Sonnenberg 2nd. Chairman Cranson – Aye. Select member Sonnenberg – Aye. Selectman Kilcoyne – Aye. Motion Carried.</p> <p>Selectman Kilcoyne moved to approve the amended minutes of September 16, 2020. Select member Sonnenberg 2nd. Chairman Cranson – Aye. Select member Sonnenberg – Aye. Selectman Kilcoyne – Aye. Motion Carried.</p>
New Town Administrator	After discussion, Selectman Kilcoyne moved to approve Kellie Hebert as the primary candidate for the position of Town Administrator, pending contract negotiations. Select member Sonnenberg 2 nd . Chairman Cranson – Aye. Select member Sonnenberg – Aye. Selectman Kilcoyne – Aye. Motion Carried. Chairman Cranson will call Ms. Hebert and letters will be sent to Mr. Sulprizio and Ms. Nazarian. Mr. Perry will update the existing TA contract and share it with the Select Board to review, in preparation of the negotiations.
Approve Remote Learning Enrichment – Municipal Approval Process	<p>The Town Administrator has collaborated with the Board of Health, Fire Department, Building Department and Police Department to create a municipal application to approve remote learning enrichment programs. The application has been approved at the State level.</p> <div data-bbox="368 1073 420 1136"></div> <p>2020 9 23 Remote learning application.p</p> <p>After the Municipal Application has been approved, the applicant must then get approval through the State. After discussion, Selectman Kilcoyne moved to approve the proposed Remote Learning Enrichment municipal application. Select member Sonnenberg 2nd. Chairman Cranson – Aye. Select member Sonnenberg – Aye. Selectman Kilcoyne – Aye. Motion Carried.</p>
Discuss TA Transition Stipend for Executive Assistant	The Board is aware that the transition to a new Town Administrator places an extra burden on the Senior Executive Assistant. Kama will assist the Interim Town Administrator and Board during this time , and help the new Town administrator to become acclimated with the new job responsibilities. (Will include assistance with the STM warrant). Therefore, after discussion, Selectman Kilcoyne moved to approve a weekly \$300.00 stipend for Kama Jayne until such time as the new Town Administrator is on the job and both she and the board are confident that she is ready to assume all of her responsibilities. Select member Sonnenberg – 2 nd . Chairman Cranson – Aye. Select member Sonnenberg – Aye. Selectman Kilcoyne – Aye. Motion Carried.
Sign Hazardous materials Response Plan	Chief Hurlbut has requested that the Board approve the South Wachusett Regional Hazardous Materials Emergency Response Plan. The plan provides for the protection of the public located within the Regional Emergency Planning Committee, in the event of a hazardous chemical emergency. After discussion, Selectman Kilcoyne moved to authorize the Chair, Maureen Cranson, to sign the South Wachusett Regional Hazardous Materials Emergency Response Plan. Select member Sonnenberg – 2 nd . Chairman Cranson – Aye. Select member Sonnenberg – Aye. Selectman Kilcoyne – Aye. Motion Carried.

TA Report

Town Administrator Report 9/23/20

Finances:

- The Division of Local Services has notified the Town that Certified Free cash is \$1,162,447. This is after taking out \$300K for the reserve fund as a means to handle potential un-forecasted drops in revenue during FY 21.
First, finding out this early, so soon after the year end closing, is an indication of well managed accounting system by the Town Account, Fred Aponte. Secondly, this number is higher than previous years, partly because of restrained spending last year and a plan to hold more in Free Cash for future uncertainties. Thirdly, it leaves the Town in a healthy position to fund new one-time capital projects for FY 22 and beyond.

Early Voting:

- The State and Town Clerk announced that early voting will be available Saturday, October 17 through Friday, October 30th. 8:00 AM – 12:00 PM Saturdays and Sundays and normal Town Hall hours during the week. This will be a long work schedule for Kathy and Donna and the election workers
- About 250 voters used the early voting option during the Primary Elections

Facilities:

- In case you didn't notice, Patrice did a nice job with decorations in the front of the Butterick building. The 1835 Building will also have some decorations. Special call out to Clearview Farms with their help providing some of the decorations.

Adjourn

At 6:58, Selectman Kilcoyne moved to adjourn the meeting. Selectman Sonnenberg – 2nd. Chairman Cranson – Aye. Select member Sonnenberg – Aye. Selectman Kilcoyne – Aye. Motion Carried.

Materials: Agenda, Minutes, Hazmat doc., Draft RLEP