

TOWN OF STERLING  
Select Board  
January 19, 2022

Minutes	<p>Chair Cranson called the Select Board meeting to order at 6:30pm. Roll Call: Chair Cranson – Present. Select member Sonnenberg – Participated Remotely. Select member Kilcoyne – Present. Co-Interim Administrator, Fred Aponte participated remotely. Co-Interim Administrator Kama Jayne was present.</p> <p>Select member Kilcoyne moved to approve the minutes of Jan. 5, 2022, as written. Select Member Sonnenberg – 2<sup>nd</sup>. Select member Kilcoyne – Aye. Select member Sonnenberg – Aye. Chair Cranson – Aye Motion carried.</p> <p>Select member Kilcoyne moved to approve the minutes of Jan. 10, 2022, with the correction of a typo. Select Member Sonnenberg – 2<sup>nd</sup>. Select member Kilcoyne – Aye. Select member Sonnenberg – Aye. Chair Cranson – Aye Motion carried.</p>
CLA ARPA Presentation	<p>Representatives from CliftonLarsonAllen LLP (CLA) proposed that they assist the Town with the government requirements for disbursement of the Federal ARPA funds. According to the company, they categorize their ARPA services into 1) Consulting and 2) Solutions. The consulting piece is an hourly rate that ranges from \$150 to \$255, depending on the level of service being provided. That range is the difference between a senior consultant to a principal consultant. Those services typically involve providing ARPA guidance, eligibility review and reporting guidance.</p> <p>The Solutions option is to engage the firm with the usage of their ARPA portal. (May be purchased and customized by the Town). The ARPA portal is designed to capture all data for applications and reporting. It also acts as the source document for audit purposes and compliance with ARPA. With any ARPA portal there is a \$5K onboarding fee then an annual fee associated with the portal, which in Sterling's case, would be \$15K per year. This annual fee is assessed until the Town no longer needs or wants the portal. All of these services and costs can be paid directly from the ARPA grant. After discussion, Select member Kilcoyne moved to have Fred Aponte move forward with CLA on a consulting (hourly) basis. Select member Sonnenberg – 2<sup>nd</sup>. Select member Kilcoyne – Aye. Select member Sonnenberg – Aye. Chair Cranson – Aye Motion carried.</p>
Architect firm for Downtown Revitalization	<p>After consideration, the Board decided that Weston and Sampson is most suited for the Down Town Revitalization project. The Light Department, DPW and EDC have previously worked with this firm and Weston and Sampson has already provided the Town with a preliminary design which was updated in 2019. After discussion, Select member Kilcoyne moved that the Town employ the architectural firm of Weston and Sampson for the Town Center project. Select member Sonnenberg 2<sup>nd</sup>. Select member Kilcoyne – Aye. Select member Sonnenberg – Aye. Chair Cranson – Aye Motion carried.</p>
Official Police Contract negotiator	<p>The Town will soon be involved in Police Union negotiations. The Board decided to consider an official police contract negotiator. The choice was between John Petrin and Ross Perry. Sonnenberg opposed paying an additional \$35/hour more for Mr. Perry's consulting fee and believed Mr. Petrin was more qualified. However, after discussion, it was determined by both Chair Cranson and Select member Kilcoyne that Mr. Perry's successful past experience as a union negotiator for the Town of Sterling, tipped the scale in his favor. Therefore, Select member Kilcoyne moved that the Town employ Ross Perry to act as the Town's official Police Contract negotiator. Chair Cranson 2<sup>nd</sup>. Select member Kilcoyne – Aye. Select member Sonnenberg – Opposed. Chair Cranson – Aye Motion carried.</p>

## Select Board Meeting Minutes

January 19, 2022

### Hazard Mitigation team Appointments

After discussion, Select member Kilcoyne moved to appoint David Hurlbut and Sean Gaudette to the Hazard Mitigation Team. Select member Sonnenberg 2<sup>nd</sup>. Select member Kilcoyne – Aye. Select member Sonnenberg – Aye. Chair Cranson – Aye Motion carried.

### Management Letter

Select Member Kilcoyne reported that the management letter by the town's auditors, Roselli Clark,



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Mgmtltr 2021.pdf

indicates that the Town is in very good financial shape and reported no deficiencies. The management letter will also be posted on the accountant's page of the website.

### Letter of Support for Trails grant

After discussion, Select member Kilcoyne moved to sign the letter of support which is required as part of the Trail Grant application for the Hall Ave. parcel. Select member Sonnenberg 2<sup>nd</sup>. Select member Kilcoyne – Aye. Select member Sonnenberg – Aye. Chair Cranson – Aye Motion carried.

### Anastasi Consulting Services

After discussion, Chair Cranson moved to approve and sign the agreement for consulting services by Paul Anastasi. Select member Kilcoyne – 2nd. Sonnenberg opposed approving a consulting agreement that did not include liability insurance. However, Chair Cranson and Select member Kilcoyne were comfortable with the agreement, as written. Select member Kilcoyne – Aye. Select member Sonnenberg – Opposed. Chair Cranson – Aye. Motion carried. Mr. Anastasi will consult on the new roof project for the Butterick Building and other projects assigned by the Select Board. The agreement will run through June 30, 2022.

### Finance Committee Appointment

Finance Committee appointments are made between the Finance Committee, the Select Board and the Moderator. Each Board has one vote and the Moderator has one vote. After discussion, Select member Kilcoyne moved to appoint Lynne Sheppard to the Finance Committee The Select Board vote was unanimous. The Finance Committee's vote was also unanimous and the moderator, Jennifer Scalise-Mullet also approved this motion. Motion carried.

### Select Board Policies

The Board members will consider the proposed changes to the Board policies. This topic will be revisited.

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### Adjourn

Nomination papers are available at the Town Clerk's office. Only 43 signatures are required. The warrant opened on January 18<sup>th</sup>.

At 8:24 Select member Kilcoyne moved to adjourn. Select member Sonnenberg 2<sup>nd</sup>. Select member Kilcoyne – Aye. Select member Sonnenberg – Aye. Chair Cranson – Aye. Motion carried.

Materials: agenda, minutes, Anastasi agreement, ARPA materials, management letter, support letter, volunteer applications, proposed policies