

TOWN OF STERLING
Select Board
February 2, 2022

	<p>Chair Cranson called the Select Board meeting to order at 6:30 pm. Roll Call: Chair Cranson – Present. Select member Sonnenberg – participated remotely. Select member Kilcoyne – present. Also present were Co-Interim Town Administrators, Fred Aponte and Kama Jayne.</p>
Minutes	<p>Select member Kilcoyne moved to approve the minutes for January 19, 2022 with amendments. Select member Sonnenberg 2nd. Chair Cranson – Aye. Select member Sonnenberg – Aye. Select member Kilcoyne – Aye. Motion carried.</p>
Public Hearing 61A release of Lot 7 on Justice Hill Road	<p>At 7:16, Select member Kilcoyne moved to open the Public Hearing. Select member Sonnenberg – 2nd. Chair Cranson – Aye. Select member Kilcoyne – Aye. Select member Sonnenberg – Aye. Motion Carried.</p> <p>The Planning Board, Conservation Commission and Board of Assessors have voted to approve the release of Lot 7 on Justice Hill Road from 61A and not to pursue the purchase of the property. Select Board member Kilcoyne moved to approve the release of Lot 7 on Justice Hill Road (Deed Ref. Book 6059, Page 338 – Assessor’s map 18, Parcel 16 at 3.01+ acres). Select member Sonnenberg - 2nd. Select member Sonnenberg – Aye. Chair Cranson – Aye. Select member Kilcoyne – Aye. Motion carried.</p> <p>At 7:19, Select member Kilcoyne moved to close the Public Hearing. Select member Sonnenberg – 2nd. Chair Cranson – Aye. Select member Kilcoyne – Aye. Select member Sonnenberg – Aye. Motion Carried.</p>
Update from Guardian	<p>Bradley Warren of Guardian Information Technologies, Inc. updated the Board on the Town’s IT advancements and gave suggestions for moving forward with security measures.</p> <ul style="list-style-type: none">• The enterprise network is comprised of 183 endpoints• GuardianEYE – keeps track of security and maintainance on 6 servers, 80 desktops / laptops, firewalls, network electronics, printers, wireless, UPS, et cetera <p>Accomplishments -</p> <ul style="list-style-type: none">• Established a 5 Year Technology Roadmap• Displaced DPW & PD core servers• Worked with E-Permitting (cloud based)• Assisted with the integration of Fiber optic WAN (wide area network)• Assisted in the application for the Community Compact IT Grant Award (Town awarded 2 grants. One was for \$150,000.00 for fiber and one was for \$100,000.00 for the new phone system) <p>Future Goals and Objectives</p> <ul style="list-style-type: none">• Update the 5 year Technology Roadmap• Install Voice over IP system• Work proactively on security – to include 2 factor authentication and anti malware software• Establsih an incident response plan• Establish a continuity of operations plan
Updates on Planning Office	<p>Patty Page, Vice Chair of the Planning Board addressed the Board. She reported that the consensus of the Planning Board is to hold off on appointing a new Town Planner until a Town Administrator has been seated and to hold off on appointing a Planning Board assistant until a Town Planner has been hired or alternate decisions have been finalized. Patty has been working with Guardian to retrieve documents that had been deleted by a former employee.</p>

Select Board Meeting Minutes
February 2, 2022

Masterplan	The Master Plan is in the final stages. VHB Consultants have been an excellent resource for assistance in the quest to finalize the Master Plan and it should be ready to present in April or May. The Master Plan Committee is considering an Open House for all residents to introduce the finalized plan.
Discuss Town Planner/Admin	The consensus of the Board was that they will wait for the next Town Administrator to be appointed before hiring a new Town Planner. The job description will be updated to include grant writing. The decision as to whether this person will be full or part-time remains unseen.
HR Volunteer posting	The posting for the HR volunteers will be re-written, to incorporate the input of the Board. This topic will be revisited.
Approval of election hours	The Town Clerk requested that the hours of the annual Town elections be set on May 9 from Noon until 7:00pm. MGL Chapter 54 Section 64 states that the election of Town Officers “shall be open as early as twelve o’clock noon, and shall be kept open at least four hours.” Absentee ballots will be available if residents can not make it to the polls during those hours. Early voting may also be an option. After discussion, Select member Kilcoyne moved to approve the Town Clerk’s request of noon until 7:00pm as the official voting hours for the Annual Town Elections. Select member Sonnenberg – 2 nd . Chair Cranson – Aye. Select member Kilcoyne – Aye. Select member Sonnenberg – Opposed. Motion Carried.
Common Vctualler permit	After discussion, Select member Kilcoyne moved to approve the Common Victualler permit for Emma’s Café. Select member Sonnenberg – 2 nd . Chair Cranson – Aye. Select member Kilcoyne – Aye. Select member Sonnenberg – Aye. Motion Carried.
Date to close warrant	After discussion, Select member Kilcoyne moved to approve a policy that sets the annual warrant CLOSING on the 3 rd Friday of March each year at 11:00 am. Select member Sonnenberg – 2 nd . Chair Cranson – Aye. Select member Kilcoyne – Aye. Select member Sonnenberg – Aye. Motion Carried.
Scholarship Funding	After discussion, Select member Kilcoyne moved to offer two \$500.00 scholarships this year. The funds will come from Conant and Houghton Scholarship Trusts. Select member Sonnenberg – 2 nd . Chair Cranson – Aye. Select member Kilcoyne – Aye. Select member Sonnenberg – Aye. Motion Carried.
1835 Brick storage building	Carol Stewart Grinkis addressed the Board in regard to the small brick building that is situated on the 1835 Town hall property. She reported that the 1835 Town Hall Committee is anxious to have the building relocated so that it won’t pose an an obstacle when digging the septic and the space will provide additional handicapped parking. Jim French said that the historical significance of the building is that it was an electrical power switch station in the early 1900s and is architecturally unique. The 1835 Town Hall Committee will investigate the possibility and cost of moving the structure.
Consider updates to Policies	The Board made suggestions regarding the proposed policy changes. Select member Sonnenberg will incorporate the changes and this topic will be revisited.
PSA	The Board whole heartedly welcomed back Detective Johnson to the Sterling Police Department, after his illness.
Adjourn	At 9:26, Select member Kilcoyne moved to adjourn the meeting. Select member Sonnenberg 2 nd . Chair Cranson – Aye. Select member Sonnenberg – Aye. Select member Kilcoyne – Aye Motion carried.

Materials: agenda, minutes, Chapter 61A release info., IT update, Proposed HRC psoting, polling hours request,Scholarship info.,policies draft, Common Vict. application