


TOWN OF STERLING  
Select Board  
July 20, 2022

	<p>Chair Cranson called the Select Board meeting to order at 6:31 pm. Roll Call: Chair Cranson – Present. Select member Kilcoyne – present. Select member Smith – present. Town Administrator, Bill Caldwell present. Senior Executive Assistant, Kama Jayne - present.</p>
Minutes	<p>Select member Kilcoyne moved to approve the minutes for July 6, 2022. Select member Smith 2<sup>nd</sup>. Chair Cranson – Aye. Select member Kilcoyne – Aye. Select member Smith - Aye. Motion carried.</p>
Neighbor to Neighbor	<div> 2022 6 21 NEIGHBOR TO NEIGI</div> <p>Patrick Fox addressed the board regarding the Neighbor to Neighbor Fund. Since its inception, the Neighbor to Neighbor Program has provided assistance to 28 families. This program is designed to provide a “hand up” rather than a “hand out”. It is affiliated with the Friends of the Sterling Seniors. Donations are welcome and the SMLD has implemented a “round up” program in which rate payers may round their bill up to the next dollar amount and donate that amount to the Neighbor to Neighbor program.</p> <p>Those wishing to apply may find the application and information on the Town website, contact the Neighbor to Neighbor Chair via the mail at Box 173, Sterling, MA 01564 or stop by the Sterling Town Hall Offices.</p>
Insurance for the Fair	<p>Joanne Stoll-Pizanno of MIIA addressed the Board regarding the MIIA insurance changes that were implemented in 2021, for Special events, such as the fair. Joanne stated that all volunteers and participants in events must sign a waiver releasing the Town from liability. Further, she will meet on Friday morning with the Chair of the Fair Committee, Town Administrator and Senior Executive Assistant to discuss these changes and to work together to find the most economical and advantageous ways to protect the Town against liability claims.</p>
Update on Fair	<p>Doug Downey, Chair of the Fair Committee reported that the Fair is progressing well. The Fair will be open to the public on Friday afternoon, September 9 and will run until 6:00pm on September 11. Volunteers are encouraged to participate in the set-up and take-down. This year’s theme is “Seeds of Hope.”</p>
Appoint fair members	<p>After discussion, Select Member Kilcoyne moved to appoint Dustin Whiteaker and Scott Handler to the Fair Committee. Select member Smith – 2<sup>nd</sup>. Chair Cranson – Aye. Select member Kilcoyne – Aye. Select member Smith - Aye. Motion carried.</p>
Building permit fees for Sterling Storage	<p>This topic was not discussed.</p>
Common Victualler permit	<p>After discussion, Select Member Kilcoyne moved to approve the Common Victualler permit for Sugargillies. Select member Smith – 2<sup>nd</sup>. Chair Cranson – Aye. Select member Kilcoyne – Aye. Select member Smith - Aye. Motion carried. Samantha Gilchrest has received her Board of Health Permit and will be baking out of her home on Primrose Lane.</p>
Reappointment to Monty Tech	<p>After discussion, Select Member Kilcoyne moved to reappoint Bill Brassard to the Monty Tech School Committee. Select member Smith – 2<sup>nd</sup>. Chair Cranson – Aye. Select member Kilcoyne – Aye. Select member Smith - Aye. Motion carried.</p>

TA review

The Board did an informal 3 month review of Bill Caldwell's performance, as the new Town Administrator. Each of the Board members expressed their satisfaction with Mr. Caldwell's performance thus far. Their comments included:

- He has established good working relationships with employees and Board and Committees.
- The Board and employees are happy with his leadership and communication skills.
- The vast majority of the feedback, that the Board has received, is positive.
- Has quickly learned the ins and outs of the position.
- He is thorough, submits good TA reports, and keeps the Board informed.
- Projects that have been at a standstill are now moving forward.( He is managing to get things done.)

The board encouraged him to keep up the good work, continue to move forward on the multitude of projects that are awaiting closure.

TA Report

### **Town Administrator Update**

- Planner – posted, closes 6/24 – no applicants at this time.
- ConCom Agent – position offered
- Boards and Committee vacancies
- Agreement for the building inspector with Boylston – working with their town counsel
- Closed out FY22 – Fred
- ARPA Funds 2<sup>nd</sup> payment to Town
- The employee appreciation luncheon will be held on Aug. 8<sup>th</sup>.
- The updated agreements with Northgate have been submitted by Town Counsel for signatures.

Project updates:

1. Playground – agreement signed. The State will provide \$100,000.00 to be used on this project
2. Library Lift/Elevator – start with lift – will solicit quotes from vendors. Elevator will need engineering
3. School Flooring – contract awarded. Met with contractor and school facilities. Order will be placed for work to be completed this summer.
4. Storage Building – Met with engineer on Tuesday. Proposal significantly more than expected
5. Peg's Pond –Received drawings from Chuck. Met with landscaper today for pricing.
6. Butterick Roof – site visit 6/2. Construction documents are nearly complete
7. Town Beach – McCarty Engineers have begun survey/design
8. 1835 Building Septic – have construction plans. Will need bid documents
9. 1835 furniture – half the items have been ordered.
10. 62/140 engineering – entered into agreement with Green International
11. Maple Street sidewalks – site visit. Design begins
12. Downtown revitalization – survey plans received – bury utilities will coordinate with Ryan and Darren.
  - a. Design of sidewalks, road crossings, parking, etc.

Select Board Meeting Minutes  
July 20, 2022

ARPA Project	Approved	Spent/status
SMLD Fiber	352,000	352,000
Library Lift/Elevator	200,000	
Playground Equipment School	115,000 (130,000 citizens)	Contract approved 216,074.80
DPW Cold Storage	212,000	
62/140 Design	250,000	Contract signed 248,487.22
Watermain Campground	18,550	Contract amended 18,550
Total	1,147,550	352,000

PSAs

The cost of more cameras will be investigated to deter vandalism.  
The Fire Department will hold their BBQ on September 24<sup>th</sup> in Memorial Park.  
The Town has received \$1,437.00 from the class action, opioid settlement.  
Cross Street will be closed on July 26 for the Fire Department's hose testing.  
Detective Dave Johnson will retire from the police department. The board thanks him for his dedication and years of service to the Town.

Adjourn

At 7:42, Select member Kilcoyne moved to adjourn. Select member Smith – 2<sup>nd</sup>. Select member Kilcoyne – Aye. Chair Cranson – Aye. Select member Smith - Aye. Motion carried.

Materials: agenda, Minutes, Neighbor Info., Insurance Info., appointments info., common Vict.,.