

TOWN OF STERLING

Select Board Meeting

October 28, 2020

MEETING:	Chair Cranson, called the Select Board meeting to order at 6:01 pm. Roll Call: Chair Cranson – Present. Select member Sonnenberg – Participated remotely. Select member Kilcoyne – (joined the meeting at 6:02) Present.
Executive Session	<p>Also present were Interim Town Administrator, Fred Aponte and Senior Executive Assistant, Kama Jayne.</p> <p>At 6:02 pm, Select member Sonnenberg moved to enter into executive session for Reason 2, M.G.L. c.30 Sec. 21(a) Negotiations regarding the prospective Town Administrator. The Board will return to public session. Chair Cranson – 2nd. Chair Cranson – Aye. Select member Sonnenberg – Aye. Select member Kilcoyne – Aye. Motion Carried.</p> <p>At 6:27 Select member Kilcoyne moved to return to public session. Select member Sonnenberg – 2nd. Chair Cranson – Aye. Select member Sonnenberg – Aye. Select member Kilcoyne – Aye. Motion Carried.</p>
Minutes	<p>Select member Kilcoyne moved to approve the public session minutes of October 14th. Select member Sonnenberg 2nd. Chair Cranson – Aye. Select member Sonnenberg – Aye. Select member Kilcoyne – Aye. Motion Carried.</p> <p>Select member Kilcoyne moved to approve the executive session minutes of October 14th, not to be released. Select member Sonnenberg 2nd. Chair Cranson – Aye. Select member Sonnenberg – Aye. Select member Kilcoyne – Aye. Motion Carried.</p> <p>Select member Kilcoyne moved to approve the public session minutes of October 21, 2020. Select member Sonnenberg 2nd. Chair Cranson – Aye. Select member Sonnenberg – Aye. Select member Kilcoyne – Aye. Motion Carried.</p> <p>Select member Kilcoyne moved to approve the executive session minutes of October 21, 2020, not to be released. Select member Sonnenberg 2nd. Chair Cranson – Aye. Select member Sonnenberg – Aye. Select member Kilcoyne – Aye. Motion Carried.</p>
Senior Center Update	<p>Veronica Buckley attended the meeting remotely. She publicly thanked the staff and volunteers as well as Clinton CVS, Chocksett Middle School, and the Grange for their time, service, and contributions to the senior center.</p> <ul style="list-style-type: none">• The Senior Center continues to distribute food and socially engages seniors through both virtual and on-site programming.• The Senior Center encourages those in need to call for assistance.• They will continue to closely follow the recommendations of the BOH and Massachusetts Covid-19 guidelines.• Due to social distancing requirements, it is prudent for those interested in attending on-site programming to make reservations, as space is limited.• Masks are required.
Winter Operations	The Board wishes to remind the staff that during these difficult times, and as winter approaches, the delivery of excellent customer service is paramount and to continue to nurture team work.
Admin. Assistant – Building	Building Commissioner, Sarah Culgin, participated remotely and requested additional hours for the Building Department Administrative Assistant. Currently the Assistant works 19 hours per week. After

Admin. Assistant
– Planning

discussion, the Board did not approve additional hours at this time. It was suggested that the Building Commissioner consider using Senior Work-off help to assist with filing, phones and office coverage. Additional details were requested.

The Town Planner, Domenica Tatasciore, submitted a request for additional hours for the Planning Board Administrative Assistant. Ms. Page is currently allotted 19 hours per week, which is the number of hours that were allotted to the previous Planning Board Assistant., In addition to the Planning Board, Ms. Page also provides Administrative Assistance to the ZBA and Earth Removal Board. After discussion, the Board will ask for additional data, regarding this request.

Holiday hours

Select member Kilcoyne moved that the Municipal Building be closed on December 24th, 2020 and that the non-union employees be paid for the day this year. Select member Sonnenberg 2nd. Chair Cranson – Aye. Selectwoman Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion carried. The day after Thanksgiving will be considered a regular work day. If employees wish to take the day off, they must clear it through their supervisors and use personal or vacation time.

Warrant for STM

The Board discussed Support for the Special Town Meeting on December 7, 2020. These are the results:

Senior Executive Assistant classification for the DPW Administrative Assistant - This article was not voted by the DPW. Therefore, the Select Board will not vote regarding their support.

1. **Accept Provisions of MGL c32 Section 4(2)(b)** – Select member Kilcoyne moved to support this article. Unanimously approved. Motion carried.
2. **Bills From Prior Fiscal Years** - Select member Kilcoyne moved to support this article. Unanimously approved. Motion carried.
3. **Badger Water Meter Upgrades** – Chair Cranson moved to support this article. Unanimously approved. Motion carried.
4. **Acceptance of G.L. Ch. 40U – Administration of Municipal Fines** - Chair Cranson moved to delete this article from the warrant and to revisit this at the ATM. Unanimously agreed. This article will be removed from the warrant.
5. **Playground Structure at Houghton School.** (Citizen’s Petition) - Chair Cranson moved to support this article. Unanimously approved. Motion carried.
6. **Amendment to General Bylaw** – Earth Removal - Select member Kilcoyne moved to support this article. Unanimously approved. Motion carried.
7. Amendment to Protective Bylaw – Earth Removal
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9. Amendment to Protective Bylaw – Ground Water Protection District
10. Amendment to Protective Bylaw – Ground Water Protection District
11. Amendment to Protective Bylaw – Display Setback
12. Amendment to Protective Bylaw – Signs
13. Amendment to Protective Bylaw Related to Town Center and Commercial District
14. Amendment to Protective Bylaw Related to Free Standing Uninhabited Buildings
15. Amendment to Protective Bylaw Related to Site Plan Review
16. Amendment to Protective Bylaw Related to Site Plan Review Citation
17. Amendment to Protective Bylaw Related to Use Regulation
18. Amendment to the Zoning Map
19. Amendment to Protective Bylaw Related to Rate of Development
20. Amendment to Protective Bylaw Related to Subdivision Phasing
21. Amendment to Protective Bylaw Related to Table of Principal Uses - Select member Kilcoyne moved to support articles 7 through 21. Unanimously approved. Motion carried.

- 22.** Amendment to Protective Bylaw Related to Selectmen Citations - Select member Kilcoyne moved to support this article. Unanimously approved. Motion carried.

Driveway - Justice Hill

The Board considered the approval of a curb cut for a private driveway on 162 Justice Hill Road. The application was approved by the DPW, Fire Department, and Planning Board. After discussion, Select member Kilcoyne moved to approve the Entrance To Public Ways permit request for 162 Justice Hill Road. Select member Sonnenberg 2nd. Select member – Aye. Chair Cranson – Aye. Select member Sonnenberg – Aye. Motion Carried. All departmental conditions must be met.

PSA

- Friday, October 30 at 11:30 is the last day for early voting.
- The election will be held **on** Tuesday, November 3rd, 7 a.m. to 8 p.m., Houghton Elementary School, 32 Boutelle Road
- There will be no public ceremony for Veteran’s Day
- Trick or Treat will be from 4 – 8 pm on October 31. Please honor those who do not wish to participate. If a house is not lit, do not go to the door.
- The 1835 floors are finished (a special thank you to the facilities manager, Patrice Fullhart, the EDC for the funding of the project and the 1835 Town Hall Committee
- YAHOO and Recreation Department Programs continue, even through the pandemic, to engage the citizens in positive projects. A special thank you!

Adjourn

At 8:39, Select member Sonnenberg moved to adjourn the meeting. Select member Kilcoyne – 2nd. Select member Kilcoyne – Aye. Select member Sonnenberg – Aye. Chair Cranson – Aye. Motion Carried

Materials: Agenda, Minutes, SC newsletter, Planning and Building Dept. requests for more Admin. Assist. Hours, min. from Nov 13, 2019, draft warrant, driveway permit