

TOWN OF STERLING  
Select Board Meeting  
November 4, 2020

MEETING:	Chair Cranson, called the Select Board meeting to order at 6:47 pm. Roll Call: Chair Cranson – Present. Select member Sonnenberg – Participated remotely. Select member Kilcoyne – Present. Also present were Interim Town Administrator, Fred Aponte and Senior Executive Assistant, Kama Jayne.
Minutes	<p>Select member Kilcoyne moved to approve the amended public minutes of October 28, 2020. Select member Sonnenberg 2<sup>nd</sup>. Chair Cranson – Aye. Select member Sonnenberg – Aye. Select member Kilcoyne – Aye. Motion Carried.</p> <p>Select member Kilcoyne moved to approve the executive minutes of October 28, 2020 – not to be released. Select member Sonnenberg 2<sup>nd</sup>. Chair Cranson – Aye. Select member Sonnenberg – Aye. Select member Kilcoyne – Aye. Motion Carried.</p> <p>Select member Kilcoyne moved to approve the executive minutes of November 2, 2020 – not to be released. Select member Sonnenberg 2<sup>nd</sup>. Chair Cranson – Aye. Select member Sonnenberg – Aye. Select member Kilcoyne – Aye. Motion Carried.</p>
TA Contract	Kellie Hebert thanked the Town Administrator Search Committee for their recommendation to the Board. She also acknowledged the Select Board for their willingness to engage in contract negotiations. Ms. Hebert commended the Interim Town Administrator, Fred Aponte and Senior Executive Assistant, Kama Jayne for their efforts during the transition. After discussion, Select member Kilcoyne moved to approve and sign the proposed contract with Kellie Hebert, effective December 1, 2020. Select member Sonnenberg 2 <sup>nd</sup> . Chair Cranson – Aye. Select member Sonnenberg – Aye. Select member Kilcoyne – Aye. Motion Carried. The contract expires on November 30, 2023.
Master Plan Appointment	After discussion, Select Member Kilcoyne moved to appoint Erin Sikowski as the Open Space Co-chair for the Master Plan Committee. Select member Sonnenberg 2 <sup>nd</sup> . Chair Cranson – Aye. Select member Sonnenberg – Aye. Select member Kilcoyne – Aye. Motion Carried. This term will expire on June 30, 2021.
Financial Policy Addendums	<p>Stabilization Fund - The purpose of this addendum is to establish a plan to replenish the Stabilization Fund within the next 2 fiscal years. (Stabilization Funds were used to alleviate the tax burden during the pandemic) and to then continue to rebuild the Stabilization Fund to its target goal of 5% of the operations budget.</p> <p>OPEB - The purpose of this addendum is to establish a plan to replenish the OPEB Fund with \$165,500.00 additional contributions over the next 4 years, while resuming the annual contribution payments so as to replenish and to further build upon the OPEB account. It is the goal of the Town to ensure fiscal sustainability and to avoid transferring OPEB responsibilities onto future generations. Select member Kilcoyne moved to accept the Finance Committee’s financial policy addendums for the stabilization and OPEB funds. Select member Sonnenberg 2<sup>nd</sup>. Chair Cranson – Aye. Select member Sonnenberg – Aye. Select member Kilcoyne – Aye. Motion Carried.</p>
Road Closure	After discussion, Select Member Kilcoyne moved to approve the request of the First Church to close Meetinghouse Hill Road, in front of the church on Dec. 20 from 9-11am and on Dec. 24 from 4-6pm for Christmas services. Select member Sonnenberg 2 <sup>nd</sup> . Chair Cranson – Aye. Select member Sonnenberg – Aye. Select member Kilcoyne – Aye. Motion Carried.

Select Board Meeting Minutes

November 4, 2020

STM	<p>After discussion, regarding the up-tick in Covid cases in the area and the uncertainty of whether it would even be feasible to hold the Special Town Meeting on December 7th, Select Member Kilcoyne moved to postpone the STM indefinitely. Select member Sonnenberg 2<sup>nd</sup>. Chair Cranson – Aye. Select member Sonnenberg – Aye. Select member Kilcoyne – Aye. Motion Carried.</p>
Usage – 1835 Town Hall	<p>Recreation Director, Kristen Dietel put together a document - Outside Usage and Rental Agreements for the 1835 Town Hall. The building will be made available, free of charge, to Recreation and some other Town entities. At the next meeting, the Board will entertain a proposal by Paula Meola to use the building for a dance performance and the Board will further consider the specifics of the agreements.</p>
North Gate Update	<p>Joe Curtin gave a history of the Northgate Meadows project which is located in the area of the Leominster line. The current proposal, before the ZBA, is for the builder to construct 158 dwellings on the property, (72 rental units and 86 homeowner units). Of those 158 units, 94 of them will be considered “affordable units.” That number of affordable units will bring Sterling’s affordable housing up to 9%.</p> <p>Once the Town reaches 10% total for affordable housing, they will have more control regarding development and locations for future affordable housing projects. After further discussion, Select Member Kilcoyne moved to support the ZBA moving forward with the concept of the Northgate Meadows project. Select member Sonnenberg 2<sup>nd</sup>. Chair Cranson – Aye. Select member Sonnenberg – Aye. Select member Kilcoyne – Aye. Motion Carried.</p>
ITA Report	<p style="text-align: center;"><b><u>Interim TA Report 11/4/2020</u></b></p> <ul style="list-style-type: none"><li>• Medical issue with early voting on 10/20/20. EMTs called and transported the individual to the hospital.</li><li>• Guardian began the fiber configuration in the buildings. Small issues but working through it</li><li>• Bid opening tomorrow at 2:00pm</li><li>• Floor at the 1835 is finished</li><li>• Submitted the COVID second round request</li><li>• Will be submitting the COVID reporting for July - September</li><li>• Signed 2 one day alcohol licenses</li><li>• Town Planner, Domenica Tatasciore has received another CDBG grant in the amount of \$40,000.00 for Micro Businesses. Businesses with under 5 employees including and the owner must meet income qualifications. This will be managed by the Town of Webster. There are 5 towns in the group.</li><li>• In anticipation of not holding the STM I reached out to the DOR and KP Law asking if there was any option for funding the Water Meter upgrade in the Water Department. There is an option to use the General Stabilization Fund. The Legal option is Section 10 of Chapter 92 of the Acts of 2020, and the citation for the emergency spending option is G.L. c. 44, §31 The Funds can be replaced at the next town meeting using the Water Retained Earnings.</li><li>• Tag Sale request to use the parking one more time because of the good weather. They will use it after Yahoo is finished.</li></ul> <hr/> <p>PSAs</p>
PSAs	<ul style="list-style-type: none"><li>• Thank you to the Town Clerk, Kathy Farrell and Assistant Town Clerk, Donna Landry as well as all of the election workers for an outstanding election process.</li></ul>

- Please keep in mind that the Senior Center may need to change scheduling, per the Board of Health and State mandates, due to the up-tick in Covid cases. They will continue to provide essential services. On November 10<sup>th</sup> there will be a “Grab and Go” luncheon offered.
- The veterans are holding their annual Christmas drive for veterans. Those who wish to make donations, should contact the Hiram Taylor Post on School Street.
- Congratulations to Meg Kilcoyne, Sterling’s newest State Representative.
- The Sterling police are holding their annual Toys for Tots drive. New unwrapped toys may be dropped off at the station.
- The police are hosting the APPP (Anti Porch Pirate Program) again this year. Residents may have Christmas packages delivered to the police station where they can pick them up anytime. This service is being offered so that holiday packages aren’t stolen from people’s porches.

Adjourn

Select member Kilcoyne moved to adjourn the meeting at 8:17pm. Select member Sonnenberg – 2<sup>nd</sup>.  
Select member Kilcoyne – Aye. Select member Sonnenberg – Aye. Chair Cranson – Aye. Motion Carried

Materials: Agenda, Minutes, Tag Sale request, volunteer application, financial policy addendums. Road closure request, 1835 User agreement proposal