

TOWN OF STERLING
BOARD OF SELECTMEN
March 17, 2021

MEETING:	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. Also present were Town Administrator, Kellie Hebert and Senior Executive Assistant, Kama Jayne.
Minutes	Select member Kilcoyne moved to approve the minutes of March 3, 2021. Select member Sonnenberg 2 nd . Chair Cranson – Aye. Select member Sonnenberg – Aye. Select Member Kilcoyne – Aye. Motion Carried. Select member Kilcoyne moved to approve the executive minutes of February 24, 2021 (not to be released). Select member Sonnenberg 2 nd . Chair Cranson – Aye. Select member Sonnenberg – Aye. Select Member Kilcoyne – Aye. Motion Carried.
Mobile Food Cart	Don Hill requested approval of his Mobile Food Vender application and Common Victualler permit. All necessary documents were presented. He plans to sell from a mobile food cart in the parking lot at 15 Waushacum Ave. from April – October. After discussion, select member Kilcoyne moved to approve the permit and common victualler license, contingent upon Mr. Hill receiving his Food permit from the Board of Health. Select member Sonnenberg – 2 nd . Chair Cranson – Aye. Select member Sonnenberg – Aye. Select Member Kilcoyne – Aye. Motion carried.
PH Request to PB regarding Zoning Amendments	After discussion, Select member Kilcoyne moved to request that the Planning Board hold a public hearing regarding the ZBA petition to amend the Town's Protective Bylaws by replacing Section 2.3.5 as it pertains to Accessory Dwelling Unit Use, including the modification of the Principal Use table, revisions in language and insertion of the proposed kennel wording. Select member Sonnenberg 2 nd . Chair Cranson – Aye. Select member Sonnenberg – Aye. Select Member Kilcoyne – Aye. Motion carried.
Close warrant	Tabled
Exterior sign	Tabled
Outdoor market approval	After discussion, Select member Kilcoyne move to approve the request by the Cocker Spaniel Rescue of New England, Inc to organize a tag sale in the parking area of the Butterick Building from 10:00 – 2:00 on Saturday mornings from April – October, weather permitting, with the following stipulations; <ul style="list-style-type: none">• The Chair will sign an agreement for the use of the public property• The tag sale will be held in the back parking lot of the Butterick Building.• Vendors will be responsible for removing their own trash. However, the Cocker Spaniel Rescue of New England will ultimately be responsible, should a vendor leave trash behind.• No bathroom facilities will be made available by the Town• Must be open to other participants• COVID protocols must be followed. Select member Sonnenberg 2 nd . Chair Cranson – Aye. Select member Sonnenberg – Aye. Select Member Kilcoyne – Aye. Motion carried.

Selectmen's Meeting Minutes

March 17, 2021

Voting hours and sign warrant	<p>After discussion, select member Kilcoyne moved to hold the Town Elections on June 21, 2021 (Houghton School, 32 Boutelle Road) from 12:00pm – 7:00pm. Select member Sonnenberg 2nd. Chair Cranson – Aye. Select member Sonnenberg – Aye. Select Member Kilcoyne – Aye. Motion carried.</p> <p>After discussion, select member Kilcoyne moved to hold the Town meeting on June 14, 2021 (Sterling Airport, 121 Greenland Road) with the Special town meeting to convene at 5:30 and the regular Annual Town meeting to convene at 6:30pm. Select member Sonnenberg 2nd. Chair Cranson – Aye. Select member Sonnenberg – Aye. Select Member Kilcoyne – Aye. Motion carried.</p>
Outdoor seating for The Brick	<p>After discussion, Select Member Kilcoyne moved to approve The Brick's request for outdoor seating as was arranged last year to help with covid restricted dining. Select member Sonnenberg 2nd. Chair Cranson – Aye. Select member Sonnenberg – Aye. Select Member Kilcoyne – Aye. Motion carried. The DPW will place Jersey barriers in front of the Brick to accommodate seating within the parking spaces.</p>
ACB appointment	<p>After discussion Select member Kilcoyne moved to appoint Elaine Armstrong to the Animal Control Board. Select member Sonnenberg 2nd. Chair Cranson – Aye. Select member Sonnenberg – Aye. Select Member Kilcoyne – Aye. Motion carried. Her term will expire on June 30, 2021.</p>
Warrant article to fund intersection of 12 and 62	<p>The Town Planner, on behalf of the MJTC Representative, Dick Maki, has requested that the Board consider supporting a warrant article regarding the study of the intersection of Princeton Road and Redemption Rock Trail. After discussion, Select member Kilcoyne moved to move forward on the article to appropriate \$5,000.00 to fund the preparation and submittal of the MassDOT Highway Project Need & Initiation Forms for the intersection of Routes 140 & 62. Select member Sonnenberg 2nd. Select member Sonnenberg – Aye. Chair Cranson – Aye. Select Member Kilcoyne – Aye. Motion carried. It is hoped that this study will help prepare the Town for grant funding for the project.</p>
Warrant article for Classification and Compensation	<p>The Board considered the appropriation of funds to hire a consultant to conduct a salary and classification study. Per the Town Bylaws, the Town is obligated to review all positions every three years. After discussion, Select member Sonnenberg moved to move forward with the warrant article to appropriate funds to hire a non-biased professional to conduct a salary and classification study. Select member Kilcoyne 2nd. Select member Sonnenberg – Aye. Chair Cranson – Aye. Select Member Kilcoyne – Aye. Motion carried.</p>
Finalist for Recreation	<p>Final steps are being maneuvered by the Recreation Department. Finalists may be considered at a future meeting.</p> <p>The Board voiced their approval for a job well done by Kellie Hebert as the new TA/Human Resource Director. Select member Sonnenberg moved to send a letter to all Departments in support of Kellie Hebert as the Human Resources director. Select member Kilcoyne 2nd. Select member Sonnenberg – Aye. Chair Cranson – Aye. Select Member Kilcoyne – Aye. Motion carried.</p>
Inclusion of warrant articles	<p>Tabled</p>
Management letter	<p>Tabled</p>
TA Report	<p>Budget Process: FY22 Budget Hearings on Saturday w/FinCom 2.6% is current number over FY21 Budget IAC: Insurance Advisory Committee Meeting w/Treasurer, Asst. Treasurer & IAC</p>

Personnel:

DPW Superintendent: Worked with DPW Board & appointed onto Screening Committee

DPW Adjustments – Working with Paradigm on a plan for pay adjustments for DPW personnel based on certifications and licenses

DPW Search Committee Meeting – on Tuesday's kick off meeting – the committee voted to recommend Paradigm Services to the DPW Board

Discussed the Recreation Director vacancy with the Chair of the Committee – 2 top candidates have withdrawn their names from consideration.

Van Drivers: COA Director re Van Drivers and MART Meeting – MART Dispatch Technology

Building Dept:

Dominica is coordinating a training on Permit Link with all Bldg Dept Inspectors and Staff

Meeting w/Fred and Dom to discuss permitting process and permit collections

Dominica is meeting with me & Tony re ideas for Permit Link

A Department meeting is held every other Wednesday

Training will be held next Wednesday with Permit Link vendor.

Projects/Town Clerk:

Updates to General Code e360 – 2018 last time integrated – will make Zoning and Personnel Searchable
Election Dates - Reviewing schedule with the State

Grants:

Veteran's Heritage Grant: Cathy of Historic Commission, Bob Temple

Capital Projects:

Pictures of Projects – Currently gathering information for a full review of projects

Will Propose a Special Joint Meeting for SB/FC/CBC

Researching available borrowing options for large capital expenditures

At 8:17 Select member Kilcoyne moved to adjourn. Select member Sonnenberg – 2nd. Chair Cranson – Aye. Select member Sonnenberg – Aye. Select member Kilcoyne – Aye. Motion Carried.

Materials: agenda, minutes, food vendor application, ZBA request, sign options, tag sale request, volunteer application, Rte 140/62 request

Adjourn