

TOWN OF STERLING  
BOARD OF SELECTMEN  
February 21, 2018

MEETING:	Chairman Cranson called the Board of Selectmen meeting to order at 6:33pm. Roll Call: Selectman Kilcoyne – Present. Chairman Cranson – Present. Selectman Lane – Arrived at 6:38.
Minutes	<p>Selectman Kilcoyne moved to accept the amended minutes of the January 8, 2018 meeting. Selectman Lane 2<sup>nd</sup>. Chairman Cranson – Aye. Selectman Kilcoyne – Aye. Selectman Lane – Aye. Motion carried.</p> <p>Selectman Kilcoyne moved to accept the amended minutes of the January 15, 2018 Master Plan Organizational meeting Selectman Lane 2<sup>nd</sup>. Chairman Cranson – Aye. Selectman Kilcoyne – Aye. Selectman Lane – Aye. Motion carried.</p>
Early Voting	<p>Town Clerk, Dawn Michanowicz informed the Board that in 2018 all cities and towns must have 3 weeks of early voting prior to the November 6<sup>th</sup> state election. The state legislature has not yet mandated early voting days for the state primary. The following is the current overview for early voting;</p> <ul style="list-style-type: none"><li>• It is mandated that all cities and towns be open for early voting for presidential and governors' elections.</li><li>• Early voting for the November 6<sup>th</sup> Gubernatorial State Election begins on Monday, October 20<sup>th</sup> and ends on Saturday, November 3<sup>rd</sup>.</li><li>• Hours of early voting will be the normal office hours of the Town Clerk</li><li>• The legislature has added one weekend before the election (Saturday hours to be determined by the Town Clerk)</li><li>• Selectmen must vote on the early voting location by October 14, 2018</li><li>• The location must be handicap accessible</li><li>• The handicap voting machine must be accessible</li><li>• All voters must have privacy</li><li>• All early voters must be entered into the state voter registration system every night</li><li>• Sterling's VRIS machines cannot be moved off-site as they are hard wired to Verizon</li><li>• Same day voter registration may become law.</li></ul> <p>The Board will vote on the specifics of the early voting venue after a new Town Clerk is hired. Ms. Michanowicz will retire on February 23<sup>rd</sup>. The Board thanked her for her 8 years of service to the Town and wished her well in her retirement.</p>
Forestry Plan update	This issue will be discussed at the next meeting.
FY19 Budget School Budget	<p>Superintendent, Darryll McCall, along with Joe Scanlon and Jeff Carlson, presented the proposed School budget to the Board. They were pleased to announce that the health insurance figure did not increase this year. Mr. Kokernak of the Finance Committee and Capital Committee admonished the school to establish a reasonable and responsible OPEB plan that will help alleviate the impending OPEB unfunded liability. Reportedly, the school has budgeted a total of \$10,000.00 toward their OPEB liability, for FY19, which Mr. Kokernak views as fiscally irresponsible. He also advised the school to include OPEB responsibility into the cost of new hires so that the Towns will not be indebted for billions of dollars of OPEB liability in the future.</p> <p>Mr. McCall reported that the student population in Sterling is declining.</p>

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	<p>The school is asking for money to replace the sports field turf. Mr. Heller of the Finance and Capital Committee asked that the school be prepared for questions when they come to the Capital and Finance Committee with this request.</p> <p>The proposed FY19 budget includes a .90% increase over last year's budget. The school committee will vote on the final budget on March 12<sup>th</sup>.</p>
Auditor's report and next steps	<p>The Town of Sterling is currently rated by Moody's Investment Services as Aa2, which is the third highest credit rating. To further increase the Town's credit rating, Roselli and Clark recommends the following;</p> <ul style="list-style-type: none"><li>• Receive a credit evaluation from a "new set of eyes", such as Standard and Poor's</li><li>• Make efforts to conserve free cash</li><li>• Take aggressive efforts to increase free cash and stabilization balances<ul style="list-style-type: none"><li>Continue to forecast revenues conservatively</li><li>Implement efforts to enhance revenue by means of tax collections, current fees and Departmental charges</li><li>Continue to monitor operating budget and turn back funds to surplus</li></ul></li><li>• Prepare a 5 year financial projection, inclusive of capital and continually update it</li><li>• Adopt financial policies that direct the use, conservation and establishment of minimum balances for free cash, stabilization and other strategic reserves</li><li>• Finalize the Town's accounting and financial operations policies and procedure manual</li><li>• Continue professional development and continuity of accounting, treasury and executive leadership</li></ul>
FY19 Budget and Capital Requests	<p>A break was taken from 7:54 – 8:04</p> <p>The following encompasses the requests to the Capital Committee for FY19;</p> <ul style="list-style-type: none"><li>• Facilities – 590,000.00</li><li>• Fire – 60,920.00</li><li>• Police – 21,000.00</li><li>• DPW – 80,313.00</li><li>• Town Clerk – 7,000.00</li><li>• 1835 Town Hall Building – 92,000.00</li><li>• Library – 4,049.00</li><li>• IT – 94,000.00</li><li>• Houghton School – 195,000.00</li><li>• District School – 88,499.00</li><li>• Total 1,142,781</li></ul>
Selectman's Annual Report	<p>Chairman Cranson handed out a copy of her proposed annual report to the Board. She requested that members give personal feedback if they wish changes to be made. She needs to send the finished report to the Town Clerk's office immediately.</p>
One day Alcohol Licenses	<p>After discussion, Selectman Kilcoyne moved to approve the one day alcohol license for Marie Bowker through the 228 for March 9<sup>th</sup>, 2018 from 6:00pm - 11:00pm for a birthday party. Selectman Lane 2<sup>nd</sup>. Chairman Cranson – Aye. Selectman Kilcoyne – Aye. Selectman Lane – Aye. Motion carried.</p> <p>After discussion, Selectman Kilcoyne moved to approve the one day alcohol license for the 8 Point Sportsmen Club for March 3rd, 2018 from 5:00pm - 10:00pm for the American Legion Banquet.</p>

1835 Town Hall  
Update

Selectman Lane 2<sup>nd</sup>. Chairman Cranson – Aye. Selectman Kilcoyne – Abstained. Selectman Lane – Aye. Motion carried.

Robert McKay Jones, Chairman of the 1835 Town Hall Committee, informed the Board that the 1835 Town Hall Committee had voted to combine the LULA (Limited Use Limited Access) purchase and the structural work for the installation of the devise in order to save money and to entice more bidders to submit for the project. The Architect/Designer will make solid recommendations as to whether a LULA or a Vertical lift would be more viable and cost effective.

The 1835 Town Hall Committee has been granted \$85,000.00 to be used toward providing handicap accessibility for the building. The Committee requests funding through the Capital Committee for the additional cost of \$16,000.00 for the engineering plans and for the development of the bid package. Mr. McKay requested the support of the Board in this transfer request. Selectman Lane moved to support the 1835 Town Hall Committee's request for a reserve fund transfer to cover anticipated engineering costs. Selectman Kilcoyne 2<sup>nd</sup>. Selectman Kilcoyne – Aye. Selectman Lane – Aye. Chairman Cranson – No. Chairman Cranson stated that she is concerned about granting these funds without approval at Town Meeting. Motion carried.

Town  
Administrator's  
Report

Town Administrator Report 2/21/18

**FY 19 Budget Preparation** - Continues:

The Omnibus budget, the Town's municipal operating budget has a preliminary spending of \$11,732,167, capital requests totaling \$1,142,781. The Omnibus budget includes requests for two new positions; full time Town Planner and part time Assistant TA / Project Manager. The good news is the WRSD assessment appears to increase only \$101,320 or .9% (YES, LESS THAN 1%) The Monty Tech preliminary assessment decreases by \$18,332 or 2.1% from FY18. These are still preliminary numbers and should not in any way be considered final. However, based upon the new assessment from two schools the preliminary budget allows the Town to fund \$200K versus \$150K from last year as payment into OPEB and \$100K payment into the Town's Capital Investment Fund. With all current expenses and conservative estimate of revenues, the overall budget is over \$300K in the 'black'.

The Finance Committee scheduled a joint meeting with the Selectmen to meet with and review budget submissions from all boards/committees/departments on Saturday March 3<sup>rd</sup>. An Invite was sent to all departments, boards and committees.

To stream line Town Meeting, provide more information and transparency the Selectmen may consider including the three line items for the school budgets in the Omnibus budget and not having separate warrant articles as before. This change meets the legal requirements of voting for the school budget, will show comparison with two past years as we do for all other line items. It also shows the full town budget instead of just the municipal budget.

**Schools:**

The DPW informed the Town administrator that Houghton School playground structure was repaired using the funds voted at the November Special Town Meeting. Thank you to Bill and his team for this work.

**Personnel**

The Town received many applications for the Building Department & ZBA Administrative Assistant position. We have interviewed two people today and plan to interview two more early next week. After over 8 years as Town Clerk, Dawn Michanowicz is retiring and her last day in Sterling is this Friday 2/23.

Denise MacAloney the former Town Clerk in Westminster and Interim Town Clerk for Shirley has agreed to serve in Sterling as Interim Town Clerk for 20 hours per week. Selectman Lane moved to appoint Denise MacAloney as the Interim Town Clerk. Selectman Kilcoyne 2<sup>nd</sup>. Chairman Cranson – Aye. Selectman Kilcoyne – Aye. Selectman Lane – Aye. Motion carried.

The Board’s vote to appoint her as Interim Town Clerk is appreciated.  
This could be under the budget topic. But I want to point out that as part of ongoing due-diligence, Kama Jayne found a lower price for printer toner, 50% lower and file folders with a 25% lower price. She contacted the office supply vendor and they agreed to match this price. This information was passed on to other departments so that they can also save money.  
Thursday, tomorrow the Administrator will take a vacation day to ski with his family.

**Facilities:**

Layout for the lower level to accommodate the BOH is set and the finishing touches to start soon. The BOH will occupy the south third of the room and we anticipate the BOH moving to this space in by the end of March. A large conference room will be set up in the middle and a small office on north end for the Facilities Manager. This design provides flexibility to reconfigure the overall layout as needed in the future. There is still \$18,240 remaining from the second article approved for this project.  
West School House: repeat...

The West School House built in ~1886 on Princeton Rd just past the Rte. 140 intersection is vacant and thus no longer included with other municipal buildings for insurance coverage. Two quotes were received from MIIA to insure the building for \$117,000 or \$135,000 for an annual cost of \$927.84 or \$1054.72 respectively. Both quotes include a \$5,000 deductible and \$100,000 debris removal. Add \$104 to each option if Terrorism coverage is selected. Let the TA know if the Board would like this building insured and he will sign the quote from MIIA.

**Draft Future Agendas:**

3/7/18

- Review FY 19 Budget and Capital Requests
- Guardian Technologies summary of IT accomplishments and ongoing plans
- Cons Com update on Forestry plan
- Approval for 2018 Farmers Market
- Mobile Food vendor regulations
- Approve one day alcohol licenses

Public session

3/21/18

- Review Town Meeting warrants and preliminary budget
- Update from Assessors and explanation of tax rates and tax bills

No one spoke at public session.

Adjourn

At 9:15 Selectman Lane moved to adjourn. Selectman Kilcoyne 2<sup>nd</sup>. Chairman Cranson – Aye. Selectman Kilcoyne – Aye. Selectman Lane – Aye. Motion carried

Materials: Minutes, management letter, 5 year Capital plan , one day license applications, TA report

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