

TOWN OF STERLING  
BOARD OF SELECTMEN  
November 14, 2018

MEETING:	Chairman Lane called the Board of Selectmen meeting to order at 6:30 pm. Roll Call: Selectman Kilcoyne – Present. Selectman Cranson – Present. Chairman Lane – Present. Ross Perry, Town Administrator and Kama Jayne, Executive Assistant, were also in attendance.
Minutes	Selectman Kilcoyne moved to approve the minutes of October 31, 2018, as written. Selectman Cranson 2 <sup>nd</sup> . Selectman Kilcoyne – Aye. Selectman Cranson – Aye. Chairman Lane – Aye. Motion Carried.  Selectman Kilcoyne moved to approve the minutes of November 5, 2018, as written. Selectman Cranson 2 <sup>nd</sup> . Selectman Kilcoyne – Aye. Selectman Cranson – Aye. Chairman Lane – Aye. Motion Carried.
Tax Classification HEARING	Prior to the mailing of the 3 <sup>rd</sup> quarter tax bills, the Board of Selectmen must hold a hearing to determine the percentage of the Town's property tax levy to be borne by each major property class per Chapter 40, Section 56 of the Massachusetts General Laws. At 6:35 Chairman Lane moved to open the Public Hearing regarding Tax Classification. Richard Sheppard and David Manzello appeared before the Board of Selectmen. The Board was advised that; <ul style="list-style-type: none"><li>• The Assessors have recommended that the tax rate be reduced by 27 cents to \$17.27</li><li>• Valuations continue to rise, so despite the reduction in the rate, tax bills will increase for most homeowners</li><li>• The abatement request period is up to 30 days after the issuance of the January tax bills</li><li>• The Assessors recommended that the Town continue to support the single rate, as has been the practice, in order to continue to encourage business.</li></ul> After discussion, Selectman Kilcoyne moved that the Sterling Board of Selectmen vote in accordance with MGL Chapter 40 Section 56, as amended, the percentage of local tax levy will be borne by each class of real and personal property relative to setting the Fiscal Year 2019 tax rates and set the Residential factor at 1.0, with a corresponding CIP shift of 1.0, pending approval of the Town's annual tax recap by the Massachusetts Department of Revenue. Selectman Cranson 2 <sup>nd</sup> . Chairman Lane – Aye. Selectman Cranson – Aye. Selectman Kilcoyne – Aye. Motion carried. At 7:04, Selectman Cranson moved to close the Public hearing. The Board signed the LA5 form.
Special Officer Appointment	Chief Gary Chamberland addressed the Board and requested that resident Scott Blakeney be appointed as a Special Police Officer for the Town of Sterling. Mr. Blakeney recently retired from the Worcester Police Department after more than thirty years of service. He worked in various units of that department including uniform, detectives, narcotics, and vice crime. He holds a Master's Degree in criminal justice and is a current on all required certifications to hold the position of police officer in the Commonwealth. He will primarily be assigned to road detail assignment after exhausting the list of Sterling full time officers. He would be utilized before calling in outside departments for coverage. After discussion, Selectman Cranson moved to approve the appointment of Scott Blakeney as a Special Police Officer for the Town of Sterling. Selectman Kilcoyne 2 <sup>nd</sup> . Selectman Kilcoyne – Aye. Selectman Cranson – Aye. Chairman Lane – Aye. Motion Carried.
Cell monitor Appointment	Chief Gary Chamberland addressed the Board and reported that he confidently recommends Benjamin Dame to the position as cell monitor. Benjamin has been a part-time dispatcher for over a year and possesses the required CPR certification. After discussion, Selectman Cranson moved to approve the appointment of Benjamin Dame as Cell monitor. Selectman Kilcoyne 2 <sup>nd</sup> . Selectman Kilcoyne – Aye.

Selectmen's Meeting Minutes

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	<p>Selectman Cranson – Aye. Chairman Lane – Aye. Motion Carried. This is an annual appointment that expires on June 30, 2019.</p>
Meet with DPW	<p>No one from the DPW Board attended the meeting.</p> <p>Several residents addressed the Select Board to complain that their concerns, regarding unsafe road conditions and flooding, have not been answered by the DPW Board.</p> <p>Chairman Lane explained that the Board of Selectmen has no jurisdiction over the DPW Board, as it is an elected board. However, the Selectmen had hoped that by meeting together, publicly, the two boards might be able to work together toward addressing the problems that residents find most distressing.</p> <p>There is currently a million and a half dollars available to the DPW through State Chapter 90 funds. However, the Board of Selectmen is not aware of the DPW Board's plans for those funds and they reiterated that the DPW Board is always welcome to come to a Board of Selectmen meeting to publicly discuss issues and to work cohesively toward effectuating solutions.</p>
Street Lights	<p>After discussion, Selectman Cranson moved that the Board NOT support the placement of Town street lights on Hardscrabble Road. Selectman Kilcoyne 2<sup>nd</sup>. Selectman Kilcoyne – Aye. Selectman Cranson – Aye. Chairman Lane – Aye. Motion Carried.</p> <p>Regarding the request for a street light at the intersection of North Row Road and Route 12, Joe Curtin reported that his sources indicate that the engineering for the project is complete and the design plans are finished. It is expected that this State project will vastly improve the intersection at North Row Road/Pratts Junction/Route 12. The Town Administrator will further investigate to find out when the State intends to start work on the intersection. The consensus of the Board was that they will wait to see the design and time line prior to making a final decision on this street light request.</p>
Road Closure	<p>After discussion, Selectman Cranson moved to close the portion of Meetinghouse Hill Road that is located in front of the church, from 3:30 – 5:30 on December 2<sup>nd</sup> to accommodate the annual tree lighting ceremony on the common. Selectman Kilcoyne – 2<sup>nd</sup>. Chairman Lane – Aye. Selectman Cranson – Aye. Selectman Kilcoyne – Aye. Motion carried.</p>
Annual Road Race	<p>Recreation Department Head, Kristen Dietel has requested approval of the Sterling Recreational Road Race. She has confirmed the traffic pattern and police coverage with Chief Chamberland. After discussion, Selectman Cranson moved to approve the Sterling Recreational Road Race for April 6, 2019. Selectman Kilcoyne 2<sup>nd</sup>. Selectman Kilcoyne – Aye. Chairman Lane – Aye. Selectman Cranson - Aye. Motion carried. The race will begin at 9:00am.</p>
Approve Financial Policy Manual	<p>The Board has read and considered the proposed Financial Policy Manual. The Manual will serve as a best practices guide and has been tailored to the Town Of Sterling. The purpose of the document is to help preserve the financial strength of Sterling into the future. All Department Heads were asked for input and the Finance Committee has voted to support the use of this document. After discussion, Selectman Cranson moved to adopt the proposed Financial Policy Manual for the Town of Sterling. Selectman Kilcoyne – 2<sup>nd</sup>. Chairman Lane – Aye. Selectman Cranson – Aye. Selectman Kilcoyne – Aye. Motion carried.</p>
Discuss Earth Removal Bylaw and process to amend	<p>The consensus of the Board is that the Earth Removal Bylaw is flawed and needs to be amended. It is their goal to do away with the Earth Removal Board and to have other established Boards and Committees take on those responsibilities. A group will be formed to propose viable changes to the bylaw. It was suggested that the members of this committee include current members of the Earth</p>

	<p>Removal Board, the Planning Board, the ZBA, Board of Selectmen, Contractors and residents. These meetings will be public meetings and as such, they will be posted. The final proposed bylaw will be vetted by Town Council, prior to the Town Meeting in May.</p>
TA Report	<p><b>Facilities:</b> The locks for the four external doors were changed last Friday. We are handing out key fobs, programmed for normal working hours, night meetings, or in a few cases 24/7 access. Anyone needing a key fob should contact Tom, Kama, or me.</p> <p><b>1835 Building</b> The furnace pipes should be repaired tomorrow or early next week. In the meantime the water has been turned off. It can be turned on each day as needed.</p> <p><b>FY 20 Budgets:</b> The FY 20 budget guidelines (level services and 2% wages/salary increase) were sent out to each department, committee, and board this week. Capital requests are due Jan. 4<sup>th</sup> and the budget sheets are due Jan 11<sup>th</sup>.</p>
Public Session	<p>Joe Curtin spoke on behalf of the Energy Committee and reported on the recent achievements of that Committee.</p> <ul style="list-style-type: none"><li>• The Sterling Light Department has completed the LED conversions for all of the street lights. Since the start of this program, the Town has placed an additional 69 street lights. Yet, even with the additional lights, the savings are significant. In 2013 the Town paid \$36,000, annually, to light the streets. Today's LED lights make it possible to light the streets, annually, for \$16,500.00.</li><li>• The Energy Commission received grants and used P.I.L.O.T. funds to perform energy audits on all municipal building.</li><li>• LED lightening has been installed in almost all municipal offices.</li><li>• The Energy Committee identified the Library's HVAC system as a problem. The library was spending \$10,000.00 – \$16,000.00 per year on maintenance. The new system was installed and the Library experienced a reduction of \$12,000.00 in spending from June – October alone.</li></ul>
Executive Session	<p>Executive Session was not held.</p>
Adjourn	<p>At 8:29 pm, Selectman Cranson moved to adjourn the public session. Selectman Kilcoyne 2<sup>nd</sup>. Selectman Cranson - Aye. Selectman Kilcoyne – Aye. Chairman Lane– Aye. Motion carried.</p> <p>Materials: minutes, police request for cell monitor and special police officer, Applications for Road Closure and Annual Race</p>