

TOWN OF STERLING
BOARD OF SELECTMEN
August 1, 2018

MEETING:	Chairman Lane called the Board of Selectmen meeting to order at 9:01 am. Roll Call: Chairman Lane – Present. Selectman Cranson – Present. Selectman Kilcoyne – Present.
Warrant	After discussion, Selectman Kilcoyne moved to approve and sign the warrant for the Primary Election for September 4, 2018. Selectman Cranson – 2 nd . Chairman Lane – Aye. Selectman Cranson – Aye. Selectman Kilcoyne – Aye. Motion carried.
Letter to Planning Board	<p>On July 11, 2018 the Planning Board sent a highly critical letter to the Building Commissioner. The Select Board was included in that communication and were displeased in that the letter was condescending and disrespectful toward the Building Commissioner and the Town Administrator. Furthermore, the Select Board determined the “facts” in the letter to be inaccurate and untruthful. Therefore, Chairman Lane formulated a response and requested that the Select Board consider the verbiage and content.</p> <p>The purpose of the response was to correct inaccuracies and to urge the Planning Board to be mindful of the fact that all town employees are expected to act with diligence, respect and open communication and to provide exemplary “customer” service.</p> <p>With minor grammatical corrections, the Board was satisfied with the proposed correspondence. Selectman Cranson moved that the Board approve the response letter, to the Planning Board’s letter, dated July 11, 2018, and that it be sent to all Planning Board members, the Planning Board Assistant and to the Building Commissioner. Selectman Kilcoyne 2nd the motion. Chairman Lane – Aye. Selectman Cranson – Aye. Selectman Kilcoyne – Aye. Motion carried.</p>
Hold harmless - Simpson	The Board considered an agreement regarding the Town’s usage of Mr. Simpson’s heavy equipment at the Sterling Town Fair. After discussion, Selectman Cranson moved to approve and sign the Hold Harmless Agreement for James E. Simpson Excavation Co. Inc and Central Mass Equipment Corporation. Selectman Kilcoyne – 2 nd . Chairman Lane – Aye. Selectman Cranson – Aye. Selectman Kilcoyne – Aye. Motion carried.
Town Planner Job posting	<p>On Monday, July 30th, the board met with Arden Sonnenburg, Richard Maki, Mike Pineo and David Shapiro. The panel reviewed the Town Administrator job description and collaborated to come up with a new draft. This draft was further considered by the Board. After discussion, the Board determined that the section under SUPERVISION should read as follows:</p> <p>Under the administrative direction of the Town Administrator and policy direction of the Board of Selectmen, the employee carries out duties in accordance with local Bylaws and Commonwealth laws. The employee consults with Town Boards/Committees/Departments or outside authorities where clarification, interpretation, or exception to department policy may be required. The employee is expected to attempt to resolve conflicts that arise and coordinate with others, as necessary.</p> <p>After further discussion, Selectman Cranson moved to approve the proposed Job description with the proposed amendments that were made on Monday and the inclusion of the phrase “and policy direction of the Board of Selectmen” under SUPERVISION. Selectman Kilcoyne – 2nd. Chairman Lane – Aye. Selectman Cranson – Aye. Selectman Kilcoyne – Aye. Motion carried.</p> <p>The Town Administrator will post the job and appoint members to an Advisory Board which will interview candidates for this position. The Board suggested that the search committee consist of a Finance Committee Member, an Economic Development Committee Member, a Planning Board member, the Town Administrator, a member of the Board of Selectmen and (2) at large members.</p>

Selectmen's Meeting Minutes

August 1, 2018

One day alcohol permits

After discussion, Selectman Cranson moved to approve the one day alcohol request for Maureen Hinckley through The 228 LLC for August 26th from 10:00 am – 4:00 pm for a baby shower. Selectman Kilcoyne 2nd. Chairman Lane – Aye. Selectman Cranson – Aye. Selectman Kilcoyne – Aye. Motion carried.

After discussion, Selectman Cranson moved to approve the one day alcohol request for Joseph Santana and Devicka Cheston through The 228 LLC for August 24th from 4:00 pm – 10:00 pm for a wedding. Selectman Kilcoyne 2nd. Chairman Lane – Aye. Selectman Cranson – Aye. Selectman Kilcoyne – Aye. Motion carried.

Town Administrator report

The Earth Removal Board meeting, regarding 38 Clinton Road, has been cancelled. A new Public Hearing date is yet to be determined.

Davis Farmland has received their approval by the State for their alcohol license. The Board only needs to sign the license.

Adjourn

At 9:45am Selectman Cranson moved to adjourn. Selectman Kilcoyne 2nd. Selectman Cranson – Aye. Chairman Lane – Aye. Selectman Kilcoyne – Aye. Motion carried

Materials: warrant, draft response letter, hold harmless agreement for Simpson, draft of Town Planner job description, one day alcohol requests