

TOWN OF STERLING
BOARD OF SELECTMEN
October 3, 2018

MEETING:	Chairman Lane called the Board of Selectmen meeting to order at 6:31 pm. Roll Call: Selectman Kilcoyne – Present. Selectman Cranson – Present. Chairman Lane – Present.
Minutes	Selectman Kilcoyne moved to approve the public minutes of September 19, 2018 as written. Selectman Cranson 2 nd . Selectman Kilcoyne – Aye. Selectman Cranson – Aye. Chairman Lane – Aye. Motion Carried.
Fuel Contract	The Town Administrator explained that the bid went out for oil and the best price received was from Dennis K. Burke Inc. from Taunton, MA at 2.8031 per gallon. The contract will run from Oct. 1, 2018 – June 30, 2019. After discussion, Selectman Cranson moved to sign the oil contract with Dennis K. Burke. Selectman Kilcoyne 2 nd . Selectman Kilcoyne – Aye. Selectman Cranson – Aye. Chairman Lane – Aye. Motion Carried.
Wach. Flyers Land Use Agreement	The Town Administrator worked with the R.C. Flyers club to establish a mutually amenable agreement that allows the Club to use the Town owned land behind the Police station while assuring that the Town is not held liable. The Town Counsel has reviewed the agreement. After discussion, Selectman Cranson moved to sign the Release of Claims, Indemnity and Hold Harmless agreement between the RC Flyers and the Town of Sterling. Selectman Kilcoyne – 2 nd . Selectman Kilcoyne – Aye. Selectman Cranson – Aye. Chairman Lane – Aye. Motion Carried. The club's President, David Hill invited the public to stop by at any time to learn the hobby of model aeronautics.
Conant wood fund	At the last meeting, the consensus of the Board was that they would like to provide assistance for a town resident through the Conant Wood Fund. As per the stipulations of the Jacob Conant Wood Fund, a Justice of the Peace (Loret Schur) and a Deacon of the Unitarian Church, (Roy Lane) were in attendance to make the final decision regarding the disbursement of funds. After discussion, Selectman Cranson moved to approve the disbursement of \$486.00 from the Jacob Conant Wood Fund for the purpose of buying wood pellets for fuel, to be used by a woman in need, to heat her home. Ms. Schur - 2 nd . Selectman Kilcoyne – Aye. Selectman Cranson – Aye. Chairman Lane – Aye. Deacon Lane – Aye. Justice of the Peace, Loret Schur – Aye. Motion Carried. One and a half tons of wood pellets will be purchased from Hubbard Farm in Princeton and delivered to the recipient.
Tennis/Pickle ball Court project	<p>Several residents came before the Board to request assistance in realizing their goal of rehabbing the tennis courts at the West Sterling Park on Route 62. After speaking with professionals, the Tennis Court Rehab Committee accepts the recommendations that the existing asphalt tennis courts and one asphalt basketball court need to be excavated and then reconstructed. Charles Plaisted was the spokesman for the group. Their plan is to have the asphalt tennis courts serve a dual purpose official courts for both tennis and pickle ball.</p> <p>The Board ultimately made the following suggestions to the group;</p> <ul style="list-style-type: none">• Include in their future RFP/Q a request for an annual maintenance schedule and estimated cost for said maintenance and upkeep• Find alternate funding such as grant money or fundraising activities to pay for this project because the Finance Committee anticipates a large number of Capital Fund requests at the ATM.

- Meet with the DPW Board to ask if DPW would be willing to submit the project under their FY19 budget
- Ask the DPW if it is able to commit to the maintenance of the courts.

After further discussion, Selectman Cranson moved to have the Town Administrator work with the Tennis Court Rehab Committee to put together an RFP/Q for the project. Selectman Kilcoyne 2nd. Selectman Kilcoyne – Aye. Selectman Cranson – Aye. Chairman Lane – Aye. Motion Carried.

Abandoned Property

Sarah Culgin, Building Commissioner/Zoning Enforcement Officer submitted a summary update regarding the abandoned properties with which she has been recently involved;

- Working with 8 Elliot's property management company to get the swimming pool secured. Progress is being made.
- A restaurant manager is currently interested in the Sterling Inn at 240 Worcester Rd. They seemed to have a realistic vision of the challenges posed by the property.
- The work on the Worcester Street Garage at 209 Worcester Rd is looking good under the new owner.
- The new owners of 3 Princeton Rd have not returned their demo permit but the property has been recently mowed.
- Fines are imminent for 32 Bean Road due to a broken fence around their derelict pool that is full of dark green water. They have received two violation notices but have done nothing to secure the fence.
- JT's BBQ at 29 Albright: the owner reported some months back that he'd be moving his operation to a commercial address in Fitchburg. As of yet, that hasn't happened.
- 198 Newell Hill Road's owners have come into the building department to get a demolition permit with plans to rebuild the house.
- 150 Clinton Road has been purchased and the new owners are in the process of applying for a special permit from ZBA and site plan review with the Planning Board to build a self-storage facility.
- 51 Redemption Rock Trail regarding Kristoff's dumpsters: the business has been sold and dumpsters are being removed and scrapped (albeit slowly)
- CSX Railroad - the crossing on Pratt's Junction nearest N. Row Rd has recently been patched by the Sterling DPW and is safer to drive over. However, CSX has been derelict in their responsibilities in keeping the crossing passable and safe. CSX is aware of the Town's displeasure. The DPW will submit an invoice to CSX for the remedial repairs that the DPW made to the crossing, in hopes that it will encourage CSX to address the issues.

The Board would like an update from the Fire Department, Conservation Commission, and Board of Health in regard to the abandoned buildings. They encourage all departments to enforce the bylaws and to further reach out to other departments for assistance when an issue lies outside of their own purview.

Bylaw changes

The consensus of the Board was that they would like to address/work on updating 2 or 3 general by-laws per year by means of revisions/deletions/additions. They will involve the MRPC and KP Law so that the end product will be legal, enforceable, and make sense for the community. They also agreed that this year they would like to address the Earth Removal Board by-law and the by-law that defines the Capital Funding Committee.

ATM/Election Dates

The proposed date for the Annual Town Meeting is Monday, May 6, 2019 and the Annual Town Election on Monday, May 13th. The School will be contacted to solidify those dates.

MART Worcester shuttle

Mr. Richard Maki has provided a letter to the MART to request Worcester shuttle service for the Town of Sterling. This service would be beneficial for the towns people as it will take people to the major medical facilities as well as the train station and the court house. In order to use the service, one must call the Senior Center and schedule service at least a day ahead. After discussion, Selectman Kilcoyne moved that the Board sign the letter to MART requesting shuttle service to Worcester. Selectman Cranson 2nd. Selectman Kilcoyne 2nd. Selectman Kilcoyne – Aye. Selectman Cranson – Aye. Chairman Lane – Aye. Motion Carried.

Letter to WRSD

The 5 member Towns of the Wachusett Regional School District have met to discuss future budget concerns. They have agreed to send a letter of requests to the WRSD Superintendent and the members of the School Committee. After discussion, Selectman Kilcoyne moved to sign the letter to the School Committee which requests the following;

- WRSD present a budget for FY2020 that contains no more than a 3.5% increase in overall operational spending
- WRSD produce a line item budget and the line items be presented for both FI 2019 and FY 2020
- WRSD identify the amount of their current OPEB liability and present a long term plan to address said liability
- WRSD prepare and present a five year capital plan as well as a 10 year capital plan specific to major construction projects
- WRSD prepare a 5 year projection listing educational goals for projects that would fall within the operational budget, including estimated costs, if available.

Key Fob Policy

Selectman Cranson 2nd. Selectman Kilcoyne 2nd. Selectman Kilcoyne – Aye. Selectman Cranson – Aye. Chairman Lane – Aye. Motion Carried.

The Board considered the new Key Fob Policy:

- All four outside doors are keyed alike and can be opened by the same key.
- All Town Hall employees are issued a key or a key-fob to digitally open the left-hand side door.
- The Chair of each Board and Committee may be issued a key or an electronic key-fob.
- Additional members may request a key or an electronic key-fob from the Facilities Manager or in his absence the Selectmen's Executive Assistant.
- The organizer of a special meeting or groups with infrequent meetings may request a key or an electronic key-fob.
- The preferred access is via the electronic key-fob.
- Since the electronic key-fob only opens one side door, a note will be attached to the other doors that says for after hour meetings, use the side door.
- All keys are numbered and tracked by the Facilities Manager, during his regularly scheduled work hours, otherwise by the Selectmen's Executive Assistant.
- The electronic key-fobs are also numbered and issued by the Town Administrator or Operations Manager.
- The electronic key-fobs are issued to specific individuals with the following access privileges;

Employees: 7:00 AM to 5:00 PM Mon-Thur. 7:00 AM to 11:30 PM Fridays. The side door will automatically relock at 5:00.

Night Meetings - Board/Committee Chairs: 5:15 PM to 8:45 PM Monday – Thursday. If opened by The Night Meeting Fob, the side door will automatically relock at 8:45 PM.

Special Meetings: For the specific dates and time of their meeting.

Town Administrator and Facilities Manager: 24/7. If used after 7:00AM during the normal

work week, the side door will stay unlocked until it automatically relocks at 5:00PM.

Others with dates and times as appropriate

- When a person no longer needs their key or electronic key fob, it will be returned to the Facilities Manager or Selectmen's Executive Assistant and the tracking log updated accordingly. Individuals that lose or don't return their key or electronic key-fob will be charged \$5.00.

Sign Election
Warrant

After discussion, the consensus of the Board was that the policy should be implemented and enforced by the Town Administrator

TA Report

After discussion, Selectman Cranson moved that the Board sign the warrant for the State Election to be held on November 6th from 7:00am – 8:00pm at 32 Boutelle Road. Selectman Kilcoyne 2nd. Selectman Kilcoyne – Aye. Selectman Cranson – Aye. Chairman Lane – Aye. Motion Carried. Chairman Lane requested that the Town Clerk ascertain the verbiage for the candidate positions. (Note: all candidate positions were appropriately listed)

Town Administrator Report 10-3-18

Personnel:

- Congratulations to Treasurer Collector Vicki Smith for completing a one-week refresher course and passing the three-hour final exam for her official Treasurer certification. She received her Collectors certification in August.
- After screening 11 applications and three interviews, I am pleased to announce that we have selected Domenica Tatasciore and she has accepted the position as Sterling's first Town Planner. She starts October 29th and will have an office on the second-floor room 207. Everyone is welcome to stop by and introduce themselves. Many thanks to the screening committee, Henry Noyes, Mike Pineo, Larry Pape, Arden Sonneberg, Dick Maki, John Kilcoyne and Maureen Cranson for their assistance in the selection process.

40B project

- Comments from Town departments / committees and several residents were sent to Mass Housing Partnership last Friday. Copies of the letter and documents received to date are on the ZBA web page.
- MRPC has contracted to work with Town Hall staff and verify Sterling's Subsidized House Inventory by the end of this month. This will be helpful when reviewing future 40B applications and as well as data for the Master Plan

Use of Town Land Agreements

- The agreements establish or re-establish the fact that the Town owns the land used by 3rd parties; basically allows present use to continue as long the user has an insurance policy indemnifying the Town should anything happen due to their use. Because these users have these agreements, they essentially have first priority (after the Town) to use this land for the agreed purposes. Agreements have been signed with:
 - Lorna Jeans Lobster truck for use of the parking area by crazy corners
 - Wachusett RC Flyers for use of the field behind the Police station.
 - Traina Insurance use of town land next to Town Hall. Several months of negotiations resulted in Mr. Traina agreeing to sign the Agreement yesterday. If no agreement is received before the next meeting, I suggest this be an agenda topic.

	<ul style="list-style-type: none">• Others are in progress
	Misc. <ul style="list-style-type: none">• Spooky Walk will be on the Town Common from 5-7PM Monday 10/29
	Draft Future Agendas: 10/17/18 <ol style="list-style-type: none">1. Update from Neighbor to Neighbor2. Police Chief’s request to appoint Andrew DiPietro Cell Monitor3. Complaint regarding Trucks parked near Gates Road4. Conservation/Lake Association request for grant support (Barbara Roberti)
	No one spoke in Public Session
Public Session	At 9:24 pm, Selectman Cranson moved to adjourn. Selectman Kilcoyne 2 nd . Selectman Cranson - Aye. Selectman Kilcoyne – Aye. Chairman Lane– Aye. Motion carried.
Adjourn	
	Materials: minutes, RC Flyers agreement, tennis court rehab report, abandoned property report, School budget request letter, warrant, TA report,