

TOWN OF STERLING
BOARD OF SELECTMEN
January 24, 2018

MEETING:	Chairman Cranson called the Board of Selectmen meeting to order at 6:30 pm. Roll Call: Selectman Kilcoyne – Present. Selectman Lane - Present. Chairman Cranson – Present.
Minutes	Selectman Kilcoyne moved to accept the amended minutes of the January 10, 2018 meeting. Selectman Lane 2 nd . Chairman Cranson – Aye. Selectman Lane – Aye. Selectman Kilcoyne – Aye. Motion carried.
Appointment to ZBA	After discussion, Selectman Lane moved to appoint Diana Baldarelli as a full member of the Zoning Board of Appeals. Selectman Kilcoyne 2 nd . Chairman Cranson – Aye. Selectman Lane – Aye. Selectman Kilcoyne – Aye. Motion carried. Ms. Baldarelli had previous been serving the ZBA as an alternate.
Appointment to Monty Technical School Committee	After discussion, Selectman Lane moved to appoint William Brassard as Sterling's Representative on the Montachusett Regional Technical School Committee. Selectman Kilcoyne 2 nd . Chairman Cranson – Aye. Selectman Lane – Aye. Selectman Kilcoyne – Aye. Motion carried. Mr. Brassard is filling the vacancy that was created by Mr. Ken William's retirement from the position. The Board thanked Mr. Brassard for offering to serve the community in this capacity.
Update on 1835 Roof Project	<p>In attendance, to represent the 1835 Town Hall, were Vice Chairman David Gibbs and member Robert Barwise. They reported the following;</p> <p>The architect, that they have hired to draw up plans for the 1835 roof project, must have visual access to determine the structural integrity of the roof supports. After he submits an appropriate plan, the work for roof repair/replacement will go out to bid.</p> <p>However, the 1835 Committee is having little luck in finding someone to perform the limited demolition that is required, to accommodate the architect. The Committee is disappointed and surprised to learn that the appropriated, \$3,500.00 may not be enough to get the job done. However, they do concede that it is not a big job yet requires the bidding contractor be licensed, insured, and certified in lead removal. The committee has contacted a local contractor. They are hopeful that he will submit a bid in the very near future so that the project can move forward.</p>
ADA Grant for 1835	<p>The FY18 Municipal ADA Improvement Grant Program has provisionally approved a maximum grant of \$85,000.00 to the 1835 Town Hall project. One of the provisions is that the contract execution date must be before June 30, 2018.</p> <p>There MAY be an opportunity to request an extension of the project. However, the consensus is that the extension has a far greater chance if the work, to install the required lift, is in progress or at least scheduled. The 1835 Town Hall Committee members will meet with vendors to discuss specific requirements and determine the best location for the apparatus. After further discussion the following was decided;</p> <ul style="list-style-type: none">• The Town Administrator will put out a press release asking the residents for assistance with this project. It is hoped that an engineer might step forward and offer to draw the required plan as an act of charity. Short of that, it is also possible that some might wish to donate to the cost of the engineers plan. <p>In the meanwhile, the Town Administrator will check the wording of the ATM approval of funds for the 1835 roof repairs to see if it would be lawful to use some of the roof funds to pay for an Engineer to draw a plan for the lift shaft.</p>

- The 1835 Town Hall Committee will check with the library and school regarding the costs for their lifts
- The Committee will contact SMLD, regarding electrical service and they may contact the DPW if grading is required on site
- The Committee will use vendor visits to glean information and advice on necessary preparations and costs as well as the best ideas as to where to place the lift
- An RFP will be written as soon as possible, so that the project will go out to bid
- Final funding will be determined
- A schedule will be solidified so that the possibility of an extension is more attractive to the State

The grant is to pay for any and all ADA accessibility costs. However, the Board and Committee realize that the best use of the lion's share of the money is for the proposed lift, in order to provide access to the second floor. The committee members invited those, who might be interested, to attend the vendor visit next Wednesday, January 31.

One day Alcohol
Licenses

After discussion, Selectman Lane moved to approve the request for Allyson Lewis through the 228 for a one-day alcohol permit for a wedding reception on April 29 from 4:00pm – 10:00 pm. Selectman Kilcoyne – 2nd. Selectman Kilcoyne – Aye. Selectman Lane – Aye. Chairman Cranson - Aye. Motion carried.

After discussion, Selectman Lane moved to approve the request for Renee Mason through the 228 for a one-day alcohol permit for a bridal shower on March 11th from 11:00am - 5:00 pm. Selectman Kilcoyne – 2nd. Selectman Kilcoyne – Aye. Selectman Lane – Aye. Chairman Cranson - Aye. Motion carried.

After discussion, Selectman Lane moved to approve the request for Meaghan Goulet through the 228 for a one-day alcohol permit for a bridal shower on April 9th from 10:00am - 4:00 pm. Selectman Kilcoyne – 2nd. Selectman Kilcoyne – Aye. Selectman Lane – Aye. Chairman Cranson - Aye. Motion carried.

Vote to sign for
new voting
machines

At the 2017 Town Meeting, the article presented by the Town Clerk's office to replace obsolete voting machines was approved and she purchased the machines in December 2017. As a procedural necessity, the Election Division requires that the Board vote to approve this action. Therefore, Selectman Lane moved to discontinue using the old LHS Accuvote machines and to approve the purchase of the two LHS Cast machines, to be put into service on May 14, 2018, for the Town Election. Selectman Kilcoyne – 2nd. Selectman Kilcoyne – Aye. Selectman Lane – Aye. Chairman Cranson - Aye. Motion carried.

Town
Administrator's
Report

Town Administrator Report 1/24/18

Fire Dept.:

Ambulance 2 is back in service after \$5600 repair of an oil leak and replacement of the radiator and oil cooler.

The Fire Department was awarded two S.A.F.E. grants totaling \$6123 from the Department of Fire Service to work with students and seniors on fire prevention, general home safety, and how to be prepared in the event of a fire.

1835 Building:

The Town was awarded a grant for \$85,000 for the construction of ADA improvements, including the elevator/ LULA (Limited Use, Limited Access.) This grant requires the Town to fund the engineering and design for this project. The Town will have to be creative on finding funds for the estimated \$15,000 design effort and move very quickly to have all aspects of this project invoiced by the State's 6/30/18 deadline.

Facilities:

The Butterick Lower Level floor has been installed. The next step to is to finalize the layout of the space for its new occupants. We anticipate constructing at least one wall and a 'customer' counter top / service window along with doors to secure the office space. A draft layout will be available for the Board to review shortly.

Community Contribution:

The Democratic Town Committee graciously donated a new projection screen for the selectmen's meeting room. With the Boards' vote to accept this gift, we'll have it installed. It should make the showing of computer information easier to view by the Board, audience, and SLCT viewers. Selectman Lane moved to accept the gift of the projection screen from the Democratic Town Committee with gratitude. Selectman Kilcoyne – 2nd. Selectman Kilcoyne – Aye. Selectman Lane – Aye. Chairman Cranson - Aye. Motion carried.

Seminars:

Last week the Town Administrator attended the MMA Annual Meeting Boston. The Governor spoke at the opening session and implied there would be a 3.5% increase in the FY 19 budget for State Aid. On January 24th, he announced his budget and the Unrestricted General Government Aid for Sterling is proposed to be \$716,833, an increase of 3.5% or \$24,241. The Wachusett RSD Receipts Net of Charges is \$29,442,693 up \$590,368 from FY 18.

The Town Administrator also attended a seminar on the use of Social Media by Town employees on and off duty and the balance of 1st amendment concerns. Updating the Town's social media policy is appropriate. The second seminar covered economic develop and several steps that a town can do to attract new businesses.

- Business friendly permitting, expedited permitting
- Creativity in real estate and zoning, mixed use
- Infrastructure
- Quality of life, cultural events
- Connectivity, highways
- Marketing efforts

On January 24th the Administrator attended a meeting at MART to work out the contract for the COA vans. There is ongoing discussion on insurance coverage and the covering of indirect expenses such as dispatch and administration.

In the afternoon, a Town Administrators meeting was held jointly by CRMPC and MRPC at the new MRPC offices in Leominster. There was an interesting presentation on Federal requirements for government web sites, including local municipalities, to make their web pages accessible to the visually impaired. Another presentation covered making communities Age-Friendly. This concept could be incorporated in a master plan. The final presentation was on the new marijuana laws. Both CMRPC and MRPC can provide assistance with the writing of bylaws that regulate retail marijuana establishments.

No one chose to speak at public session.

PSAs;

Clinton Hospital is NOT closing. They are renovating and restructuring their services

The Town website will have information concerning the availability of elected offices to be voted in May.

Selectmen’s Meeting Minutes
January 24, 2018

	<p>The Board continues to seek volunteers to help with the Master Plan Committee. It is a 2-5 year project The Planning Board will eventually take the lead on this endeavor.</p> <p>The Board has been approached about replacing the playground at the school. At present, the plan is to replace only the sections of the equipment that are severely damaged and pose a risk to the school children. However, parents are encouraged to come together to solidify ideas, plans, quotes, and funding mechanisms for upgrading and replacing playground equipment.</p> <p>The Earth Removal Board will form a working group to tackle the project of rewriting the Earth Removal Bylaw which is to be submitted for approval at Town Meeting.</p>
Executive session	<p>It was determined that an Executive session was not necessary.</p>
Public session	<p>No one spoke at public session.</p>
Adjourn	<p>At 7:43 Selectman Lane moved to adjourn. Selectman Kilcoyne 2nd. Chairman Cranson – Aye. Selectman Lane – Aye. Selectman Kilcoyne – Aye. Motion carried</p> <p>Materials: Minutes, update from 1835, volunteer applications, one day license applications, TA report</p>

