

TOWN OF STERLING
BOARD OF SELECTMEN

June 12, 2019

MEETING:	Chairman Kilcoyne called the Select Board meeting to order at 6:04 pm. Roll Call: Selectman Cranson – Present. Selectwoman Sonnenberg – Present. Chairman Kilcoyne – Present. Also present was Town Administrator, Ross Perry and Executive Assistant, Kama Jayne.
Minutes	Selectman Cranson moved to approve the amended minutes of May 29, 2019. Selectwoman Sonnenberg 2 nd . Chairman Kilcoyne – Aye. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Motion Carried. Selectwoman Sonnenberg moved to approve the minutes of June 10, 2019, as written. Selectman Cranson 2 nd . Chairman Kilcoyne – Aye. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Motion Carried.
Conservation Grant	Conservation Agent, Matt Marro addressed the Board. He requested that the Board support the Conservation Commission's efforts to secure a grant to help with storm water management. The goals of the storm water management are; <ul style="list-style-type: none">• Reduce sediment and nutrient loading to East Lake Waushacum (the grant would fund the planning and construction of a Bio retention swale at the main tributary to the lake by the Town Beach)• Address the Lake impairment for nuisance aquatic plants• Create a Development Handbook for use by municipal officials and local developers to promote improved site design and construction practices with regard to controlling nonpoint source pollution.• Provide public education and outreach to watershed residents related to these efforts After discussion, Selectwoman Sonnenberg moved to support the Conservation Commission in their grant submission. Selectman Cranson 2 nd . Chairman Kilcoyne – Aye. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Motion Carried.
Beach update	Recreation Director, Kristen Dietel provided the Town Beach Update; <ul style="list-style-type: none">• Clean Up and Painting:<ul style="list-style-type: none">○ Floors of bathroom painted○ outside of buildings to be painted June 12-14• Building Repairs:<ul style="list-style-type: none">○ Roof on bathhouse in progress○ There was concern about some low hanging wires. Sean Hamilton explained they belonged to Verizon, so we will need to work with them to have the wires tightened.• Grounds Work:<ul style="list-style-type: none">○ Winter damage (leaves, downed tree limbs etc.) has been cleaned up○ Fireplaces were cleaned out○ Beach graded○ Property mowed○ Broken picnic tables being removed○ Pending: concrete posts at the end of Hall Ave need to be removed and preferably replaced with a barrier to prevent cars from driving onto the beach○ Several Boy Scout projects in progress. One is to improve the picnic tables by repairing current tables or providing new ones. Another project is creating a small fence along

the back edge of the volleyball court to keep balls on the court and from rolling into the woods.

- Water Temperature:
 - Health agent will test the water on the Tuesday prior to our opening
- Larger Beach Renovation Project:
 - Conservation and Lake Association are actively applying for a grant to address storm water runoff from Swett Hill.
- Official Opening:
 - The Town Beach opens Saturday June 15th and weather permitting, will remain open Monday-Sunday 12-8pm through August 18th.
 - A reminder to residents that they must have a resident sticker to park. ALL blue stickers are still valid. Stickers can be obtained from the parking attendant on duty when the beach is open. Resident's wishing to bring guests in out of town vehicles must request a guest pass at least 24-48 hours in advance from the Recreation Office. All this information and more is available on the Recreation Department page of the Town website.

Scholarship recipients

The 2019 Scholarship recipients attended the Meeting to introduce themselves. Kara Moulton will attend Saint Joseph's University and major in Biochemistry. Amanda Olds will attend Mount Wachusett Community College and major in nursing. Chad Thoday will attend UMass Amherst and major in Biochemistry. The Board congratulated the recipients and wished them all the best in their future endeavors.

Master Plan Chair appointments

After discussion, Selectman Cranson moved to appoint the following people to the Master Plan Committee;

- Land Use Topic Co-Chair: Patty Page
- Housing Topic Co-Chairs: Rob Protano & Angela Grattaroti
- Economic Development Topic Co-Chairs: Rosanne Mapp & Julie Rusch
- Circulation/Transportation Topic Co-Chairs: Dick Maki & Jed Lindholm
- Natural & Cultural Resources Topic Co-Chairs: Rose Koven & Jim French
- Open Space & Recreation Topic Co-Chairs: Marion Larson & Chuck Plaisted
- Services & Facilities Topic Co-Chairs: Bob Dumont & Blaine Bershad

Selectwoman Sonnenberg 2nd. Chairman Kilcoyne – Aye. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Motion Carried.

Selectman Cranson and Chairman Kilcoyne agreed to share the responsibilities of representing the Select Board on the Master Plan Committee.

Age and dementia friendly initiative

Senior Center Director, Veronica Buckley and Recreation Director Kristen Dietel addressed the Board regarding the age and dementia friendly concept that they would like to see implemented when planning the Town's future. This includes renovations for the center of Town, park and field projects, as well as the development of the Master Plan. The goal is to support and engage older residents by focusing on the economic, physical, and social environments in order to address and improve, not only the needs but also to maximize the assets of an aging population. An age friendly community has safe and accessible public transportation options, affordable, accessible, and safe housing; pleasant and safe parks and outdoor spaces; quality community and health services; sufficient employment and volunteer opportunities; and engaging social events for people of all ages. It is recommended to integrate age friendly and dementia friendly initiatives.

After discussion, Selectman Cranson moved to approve the establishment of a working advisory group that will assess the Town's needs and help the Town to move forward toward becoming an age and

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	<p>dementia friendly community. Selectwoman Sonnenberg 2nd. Chairman Kilcoyne – Aye. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Motion Carried.</p> <p>Kristen will forward a letter to the Board for signatures. The letter and application will request membership in the AARP WHO Global Network of Age Friendly Communities.</p>
Goal setting	<p>After discussion, the consensus of the Board was that they would discuss their goals at the July 10th meeting.</p>
1835 Update	<p>The 1835 Town Hall project continues and is making good progress.</p> <ul style="list-style-type: none">• The painting will be complete this week• The 1835 Town Hall Committee is currently working on phase 3 of the septic plan with CabCo.• Joe Booth has been contacted, regarding the sprinkler system.• Service Master will give a quote to clean the building• It is expected that the septic design will be ready to go out to bid within a few months <p>The Select Board requests that they be updated monthly on the progress of the project.</p>
Host agreement	<p>Ross Perry held a meeting with a representative from the Botanist regarding a new host agreement. Since the company will be adding recreational marijuana growth to their operation, a new host agreement must be drawn up. The agreement fees should somewhat reflect the added cost to the host community. The TA will draw up a draft agreement for approval by the Board and Town Counsel. He requested guidance from the Board as to whether they would prefer a flat-rate fee or a fee that is based upon 3% of the sales. The board will individually get back to him with their personal preference by next Monday.</p>
School Maintenance Agreement	<p>The new 2019 Maintenance Agreement between the Town and the School will commence on July 1, 2019 and terminate on June 30, 2022. This agreement is consistent with the agreements that have been accepted at the other 5 districts. It is the same as the last agreement except that the yearly increases in the reimbursement to the Towns have been set at 2%. After discussion, Selectman Cranson moved to approve the maintenance agreement with the Wachusett Regional School District. Selectwoman Sonnenberg 2nd. Chairman Kilcoyne – Aye. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Motion Carried.</p>
Town Center Engineering	<p>The Town Administrator requested that the Board approve the proposal from Weston and Sampson for engineering support to update the Town Center Renovation project. The engineering support tasks will include updating the project plans and assistance with the grant process. The implementation of this proposal will cost \$19,900.00. The voters approved \$20,000.00 at the Annual Town Meeting. After discussion, Selectwoman Sonnenberg moved to approve the proposal and sign the agreement with Weston And Sampson. Selectman Cranson 2nd. Chairman Kilcoyne – Aye. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Motion Carried.</p>
Year-end Transfers	<p>After discussion, Selectman Cranson moved to approve the following transfer of funds; \$15,000.00 from the DPW wages account to the DPW Expense account \$9,200.00 from the Treasurer/Collector Wages to the Treasurer/Collector Expense Account \$300.00 from the DPW wages account to DPW Salary Selectwoman Sonnenberg 2nd. Selectwoman Sonnenberg – Aye. Selectman Cranson – Aye. Chairman Kilcoyne – Aye. Motion carried.</p>
MJTC and MRPC Appointment	<p>After discussion Selectman Cranson moved to appoint Dick Maki as the MJTC Representative and as the MRPC Alternate Representative. Selectwoman Sonnenberg 2nd. Selectwoman Sonnenberg – Aye. Selectman Cranson – Aye. Chairman Kilcoyne – Aye. Motion carried.</p>

TA Report

Public Session

Town Administrator Report 6-12-19

Facilities:

- Parking space lines may be painted this weekend on Butterick parking lot. The plan is to make the loop driveway in front of the building one-way with the entrance at the Meetinghouse Hill Rd. (west) end of the driveway. Arrows will be painted and signs installed. This will take some time for people to adjust. But it provides better traffic follow and allows parking along the loop. The current configuration is not technically correct as the driveway isn't wide enough for two-way traffic AND parking.
- The painting of the great room in the 1835 Building should be finished this week. I have arranged for a local company to provide a quote for a thorough top to bottom cleaning of the 1st and 2nd floors. When we see the quote, the Board can decide the extent and timing of the cleaning.
- Fraser Engineering is planning to be on site Monday 6/17 with an equipment storage container to start the Butterick HVAC project.

Grant Programs:

- I have circulated a list of potential topics the Town can apply for technical assistance and funding through the Community Compact. If anyone else has a project for us to consider, let me know by 6/24. I hope to summarize this grant opportunity for the Board at their next meeting.
- I attended a meeting with other Town Administrators last week where Governor Baker spoke about his priorities:
 - Municipal Vulnerability Planning. This is more than a coastal flooding issue. It involves every community that may have storm damage i.e. culvert washout-outs, snow, tornados, hurricanes.
 - Housing Production Plans (Sterling recently appointed a committee to work on this project) The State's FY 20 budget is not finalized. Two programs that Sterling has used may be at risk; Community Compact and DLTA. A couple other funding sources were discussed
 - Small Bridges 10ft-26ft long up to \$500K
 - Complete Streets, up to \$500K
 - Safe Routes to School, training then up to \$100K
 - Chapter 90 funds can be used for engineering and construction of roads and sidewalks.
 - Culvert Replacement Municipal Assistance Program, can cover engineering design and construction. (no Town match required)

Misc.

- After the Select Board nominated me to represent Sterling, I was elected by members of the other regional towns to be the municipal representative on WRSD Collective Bargaining Committee.
- A departmental meeting is scheduled for next Wednesday to explain to dept. heads and board/committee admins the new merit / longevity program, the new FY 20 wage change form, and an update on the transition to a new health insurance provider.
- Thursday morning, 6/26 I will attend Municipal Hearing Officer training

PSAs

The Board thanked the EDC and Lex Thomas for making Celebrate Sterling a huge success.

The Board wished a happy belated 90th birthday to Former Selectman Robert Cutler.

Selectwoman Sonnenberg will compose thank you letters to past elected officials, from the Board.

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	No one spoke at public session.
Public Session	At 7:55 Selectman Cranson moved to adjourn the meeting. Selectwoman Sonnenberg 2 nd . Chairman Kilcoyne - Aye. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Motion carried.
Adjourn	Materials: minutes, storm water improvement, beach update, Age and dementia friendly documents, Host community agreements guide, school maintenance agreement, downtown bid package, transfer requests, volunteer applications