

TOWN OF STERLING
BOARD OF SELECTMEN
July 10, 2019

MEETING:	Chairman Kilcoyne called the Select Board meeting to order at 6:32pm. Roll Call: Selectman Cranson – Present. Selectwoman Sonnenberg – Present. Chairman Kilcoyne – Present. Also present were Operations Manager, Fred Aponte and Executive Assistant, Kama Jayne.
Minutes	Selectwoman Sonnenberg moved to approve the minutes of June 26, 2019, as written. Selectman Cranson 2 nd . Chairman Kilcoyne – Aye. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Motion Carried.
61A Release Heywood Road	At 6:35, Selectman Cranson moved to open the Public Hearing, regarding the release of Chapter 61A land on Heywood Road, Map 43, Parcel 1. Selectwoman Sonnenberg 2 nd . Chairman Kilcoyne – Aye. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Motion Carried. The Planning Board, Conservation Commission and the Assessors have all voted to approve the release of this land from Chapter 61A. After discussion, the public was invited to speak. No one opposed the release of this property. Selectman Cranson moved to approve the release of the 61A chapter land on Heywood Road. Selectwoman Sonnenberg 2 nd . Selectman Cranson – Aye. Chairman Kilcoyne – Aye. Selectwoman Sonnenberg – Aye. Motion carried. At 6:39 Selectman Cranson moved to close the Public hearing. Selectwoman Sonnenberg 2 nd . Chairman Kilcoyne – Aye. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Motion Carried.
Building Permit Fees	Building Commissioner Sarah Culgin, petitioned the Board to approve fee increases for the Residential Building Permits. Most permit fees will increase by \$10.00 to offset the charges to the Town for the new E-permitting system. Plumbing and gas permits will be adjusted to align with similar state comparisons. After discussion, Selectman Cranson moved to approve the proposed increases/adjustments to the Building Permit fees. Selectwoman Sonnenberg 2 nd . Selectman Cranson – Aye. Chairman Kilcoyne – Aye. Selectwoman Sonnenberg – Aye. Motion carried. The new fee structure will be posted on the website and the new E-Permitting system will reflect these changes.
Entrance to Public Ways Meetinghouse Hill Road	Steven Melanson of Melanson Bros. Contractors Inc. requested approval of a curb cut for driveway access to the proposed building on 43 Meetinghouse Road. No trees or stone walls will be removed. The application was approved by the DPW, Fire Department and Building Commissioner. A \$5,000.00 bond to make repairs to the road, if necessary, was received by the DPW. After discussion, Selectman Cranson moved to approve this permit for 43 Meetinghouse Hill Road. Selectwoman Sonnenberg 2 nd . Chairman Kilcoyne – Aye. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Motion Carried.
New Facilities Technician	After discussion Selectman Cranson moved to appoint Patrice Fullhart to the position of Facilities Technician for the Town. Selectwoman Sonnenberg 2 nd . Chairman Kilcoyne – Aye. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Motion Carried.
Security at Town Events (Constables)	Amrith Kumar, the Town Moderator, met with the Police Chief, Town Administrator, Town Clerk, Constables and former Constable, Mike Pineo regarding security at Town Meetings. He intends to make some changes, per his authority, at future Town Meetings; <ul style="list-style-type: none">• Constables will be placed at the back or side of the room and not facing the audience unless specifically tasked to assist with voting counts or secret ballots• When Constables wish to disclose an opinion or information, they will be asked to state whether they are speaking in their capacity as constables or as private citizens

	<p>The Moderator requests that the following recommendations be taken into consideration by the Select Board;</p> <ul style="list-style-type: none">• A formal police detail to be assigned to Town Meeting events• Reimbursement to Constables for their dues to the Association of Constables and uniforms should be provided• Compose documentation as to the requirements and expectations of elected Constables <p>The Board requested that expectations and standard practices for Constables be researched through the Mass Association and other comparable Towns in the area. With more detailed information, the Board will consider these recommendations at a future meeting.</p>
Goals	<p>The Board discussed their ideas for annual and long term goals. However, nothing was solidified. The Board members will prioritize their goals and submit them to the Town Administrator for consideration at a future meeting.</p>
Transfers	<p>After discussion, Selectwoman Sonnenberg moved to approve the following transfer of funds; \$611.00 from the Town Clerk wages account to the Historical Commission Expense account \$1360.23 from the Town Clerk wages account to the Election Expense Account \$146.50 from the Town Clerk wages account to the Election Wages Account Selectman Cranson 2nd. Selectwoman Sonnenberg – Aye. Selectman Cranson – Aye. Chairman Kilcoyne – Aye. Motion carried.</p>
Master Plan Committee Rep	<p>After discussion Selectman Cranson moved to appoint Keith Cordial as the EDC Representative for the Master Plan Committee. Selectwoman Sonnenberg 2nd. Selectwoman Sonnenberg – Aye. Selectman Cranson – Aye. Chairman Kilcoyne – Aye. Motion carried.</p>
TA Report	<p><u>Town Administrator Report</u> Facilities:</p> <ul style="list-style-type: none">• Fraser Engineering continues to work on the Butterick HVAC project. The parts of the old system have been removed making the vents that go through the front and back walls obsolete. The openings will be weather proofed and insulated from the inside. From the outside, they will remain the same. This avoids changing the 'historic' appearance of the building and a significant cost to brick over the openings.• Vermont Recreation Surfaces continues to make good progress on the tennis courts. The detailed update will be forwarded to the Board.• After interviewing two candidates, the selection committee unanimously agreed to offer the Facilities technician position to Patrice Fullhart. She has worked in this role for the Town of Shirley and similar functions at Nashoba Valley Fitness Center. She seems very capable of handling the hands-on projects as well as the management of larger projects. Her references were checked at both locations and both were very positive. With the Board's approval, she will be offered the 25 hours per week position at \$21.00 per hour with an increase to \$21.50, if successful after 6 months.
One Day Alcohol	<p>Selectman Cranson moved to approve the one day alcohol license for the Eight Point Sportsmen's Club for a BBQ on August 3rd, from Noon - 6:00pm. Selectwoman Sonnenberg 2nd. Selectman Cranson - Aye. Chairman Kilcoyne – Abstained. Selectwoman Sonnenberg – Aye. Motion carried.</p> <p>Selectman Cranson moved to approve the one day alcohol license for Sandra Kinney through the 228 for wine and beer at a baby shower on July 28th from 10:00am - 4:00pm. Selectwoman Sonnenberg 2nd. Selectman Cranson - Aye. Chairman Kilcoyne – Aye. Selectwoman Sonnenberg – Aye. Motion carried.</p>

Selectmen’s Meeting Minutes
July 10, 2019

	Selectman Cranson moved to approve the one day alcohol license for Lisa Thompson through the 228 for wine and beer at a shower on July 14 th from 10:00am - 4:00pm. Selectwoman Sonnenberg 2 nd . Selectman Cranson - Aye. Chairman Kilcoyne – Aye. Selectwoman Sonnenberg – Aye. Motion carried.
Public Session	No one spoke at public session.
PSAs	Residents are reminded that the one way traffic flow, which has been established in front of the Butterick Building, is dictated by State code. Signs and surface painting will follow to prominently mark the direction. Everyone is directed to use the Meetinghouse Hill side of the driveway to access parking in front of the Building. Those who would deface or tamper with signs/arrows painted on the asphalt surface will be prosecuted.
	Summer concerts have commenced. They are held from 6:00 - 8:00pm on Monday and Wednesday evenings.
Adjourn	At 8:12 pm, Selectman Cranson moved to adjourn. Selectman Sonnenberg 2 nd . Selectman Cranson - Aye. Selectman Kilcoyne – Aye. Selectman Sonnenberg – Aye. Motion carried.
	Materials: minutes, 61a releases and hearing notice, building permit fee schedule, Entrance to Public Ways request, Facilities Tech resume, Town Moderator recommendations, transfer requests, volunteer application, TA report, one day license requests