

TOWN OF STERLING  
BOARD OF SELECTMEN  
October 2, 2019

MEETING:	Chairman Kilcoyne called the Board of Selectmen meeting to order at 6:31pm. Roll Call: Selectman Cranson – Present. Chairman Kilcoyne – Present. Selectwoman Sonnenberg – Present. Also present was Town Administrator, Ross Perry and Executive Assistant, Kama Jayne.
Minutes	Selectwoman Sonnenberg moved to approve the public minutes of September 4, 2019, as written. Selectman Cranson 2 <sup>nd</sup> . Chairman Kilcoyne – Aye. Selectman Cranson – Aye. Selectwoman Sonnenberg– Aye. Motion Carried.
Public Hearing 61A Release	<p>At 6:35, Selectman Cranson moved to open the Public Hearing, regarding the release of Chapter 61A land on Justice Hill Road, Map 18, and Lot 2. Selectwoman Sonnenberg 2<sup>nd</sup>. Chairman Kilcoyne – Aye. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Motion Carried.</p> <p>The Planning Board, Conservation Commission and the Assessors have all voted to approve the release of Lot 2 Justice Hill Road owned by Justice Hill, INC from Chapter 61A and not to pursue the purchase of this property. Town Planner, Domenica Tatasciore made a presentation to the Board that explained and depicted the potential of future development on the remaining parcels on Justice Hill. After discussion, the public was invited to speak. No one opposed the release. After discussion Selectman Cranson moved to approve the release of the 61A chapter land (Lot 2) on Justice Hill Road, owned by Justice hill, INC. Chairman Kilcoyne – 2<sup>nd</sup>. Selectman Cranson – Aye. Chairman Kilcoyne – Aye. Selectwoman Sonnenberg - abstained. Motion carried.</p> <p>Selectman Cranson moved to close the Public Hearing. Selectwoman Sonnenberg – 2<sup>nd</sup>. Chairman Kilcoyne – Aye. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Motion Carried.</p>
Police Matron	After discussion, Selectman Cranson moved to approve the appointment of Dawn Metcalf as a Police Matron per Chief Chamberland's request. Selectwoman Sonnenberg 2 <sup>nd</sup> . Chairman Kilcoyne – Aye. Selectman Cranson – Aye. Selectwoman Sonnenberg– Aye. Motion Carried.
Yield Sign	After discussion, Selectwoman Sonnenberg moved to approve the placement of a yield sign at the intersection of Upper North Row Road and Justice Hill Road. Selectman Cranson 2 <sup>nd</sup> . Chairman Kilcoyne – Aye. Selectman Cranson – Aye. Selectwoman Sonnenberg– Aye. Motion Carried.
Gov Study next steps	<p>The Town Administrator met informally with former members of the Government Study Committee to determine the next steps that should be taken by the Town. The consensus of the group was that the Town should consider putting together a charter. (A charter explains the authority and reach of every government entity). Under the charter mission, they would like the Town to consider the following;</p> <ul style="list-style-type: none"><li>• An increase from 3 to 5 members on the Select Board</li><li>• Define the power/responsibilities of the Town Administrator</li><li>• Re-organize the Earth Removal Board (This is already being addressed and will be brought before town Meeting in May 2021)</li><li>• Re-organize the DPW</li><li>• Re-state bylaws to define committees</li></ul> <p>However, the group feels that the Town should wait until the Master Plan has been completed before tackling the Charter.</p> <p>The other points that were brought forth were to maintain/publicize Town Meeting, which continues to be an active topic for the board and to clarify roles – employment practices, which is currently being addressed by means of updating the personnel policies.</p>

## Selectmen's Meeting Minutes

October 2, 2019

1835 Use Plans Update	<p>Selectwoman Sonnenberg is the liaison to the 1835 Committee. She will be attending their meetings. The current update is;</p> <ul style="list-style-type: none"><li>• The 1835 Town Hall Committee needs 2 new members (it is hoped that the new members will be interested in working on the use plan for the building.)</li><li>• The Cultural Council will be asked for input regarding usage</li><li>• The fire suppression specifications are being prepared to go out to bid</li></ul>
Review Goals	<p>After much discussion, the Board decided that they would simplify their goals to read;</p> <ol style="list-style-type: none"><li>1. Economic Development</li><li>2. Masterplan</li></ol> <p>They decided that almost all of their goals, whether long term or short term, revolve around these two "umbrella goals". They are hopeful that all other Boards and committees will be able to contribute to these goals in their own special capacity.</p> <p>An all Boards meeting will be held on Monday, November 18<sup>th</sup>. Selectman Cranson will write the invitation to the board and committee members.</p>
Discuss extended coverage	<p>Extended coverage topic was tabled.</p>
Common Victualler	<p>After discussion, Selectman Cranson moved to approve a Common Victualler permit for the Village Pizza shop (under new ownership) contingent upon approval by the Board of Health. Selectwoman Sonnenberg 2<sup>nd</sup>. Chairman Kilcoyne – Aye. Selectman Cranson – Aye. Selectwoman Sonnenberg– Aye. Motion Carried.</p>
One Day Alcohol	<p>After discussion, Selectman Cranson moved to approve the one day alcohol request for Donna Lefebvre through The 228 for October 20<sup>th</sup> from 10:00pm – 4:00pm for a baby shower with the contingencies voted at the August 21<sup>st</sup>, 2019 Select Board meeting. Selectwoman Sonnenberg 2<sup>nd</sup>. Chairman Kilcoyne – Aye. Selectman Cranson – Aye. Selectwoman Sonnenberg– Aye. Motion Carried.</p>
TA Report	<p><u>Town Administrator Report</u></p> <p><b>Butterick HVAC project:</b></p> <ul style="list-style-type: none"><li>• Is working well, and the punch list of remaining items is small</li><li>• However, we are holding the last 15% payment until everything is complete.</li></ul> <p><b>Butterick roof:</b></p> <ul style="list-style-type: none"><li>• Pre-Bid conferences were today for both the joist re-enforcement and roof membrane projects. A total of six contractors attended. Bids are due 10/16. We may have a recommendation ready for the Board to officially award the contracts at their 10/30 meeting</li></ul> <p><b>Town Center Project:</b></p> <ul style="list-style-type: none"><li>• The Library Trustees are OK with the idea of closing the exit from the driveway to Meetinghouse Hill Rd and redirecting exiting vehicles to Houghton Rd. via the parking lot.</li><li>• This is intended as temporary to try out part of the reconfiguration of the Meetinghouse Hill Rd / Main St intersection.</li><li>• With the Board's OK, I will work with the DPW to install temporary barriers and signage. (The Board agreed)</li></ul> <p><b>Beach Project:</b></p>

- I met with an informal group of residents who are working to define the goals for a beach renovation project. They are aware that the renovation needs to be coordinated with the Conservation Commission's efforts to improve the drainage off Swett Hill.
- It sounds like they are working on preliminary concepts and hope to obtain budgetary quotes.
- If Ok'd by the Board I'll continue to assist them with procedural questions as they develop their plans. (the Board agreed)

**Problem property:**

- The property owner at 32 Bean Rd. has installed a fence around their pool, rectifying a potential zoning violation. However, the problem with stagnant water in the neglected pool continues. The Health Agent has sent a strong letter to the owner requesting remedial action. It will help if the Select Board sends a similar letter. A draft was prepared for your approval. We plan to send copies of both letters to the State agency that precipitated the fence installation and hope this may trigger action with the pool issue. (the Board signed the letter)

The Board also signed a letter of appreciation to Quirk Chevrolet for their help in securing the electric car for the senior center.

They also agreed to sign the paperwork necessary to give the Town Administrator the authority to sign off on storm water discharge permits for the Board.

Public Session

No one spoke at public session.

PSAs

- The Botanist is holding an informational meeting at the 228 on October 3 in the evening.
- The Farmers Market is still open on Fridays.
- The old Gun Shoppe on School Street is being demolished and a new building will be erected in the same footprint.
- Capital Committee needs a new member.
- Condolences to the family of Denise Hewson who recently passed.
- A "Get out and Vote" campaign is being held in Town.
- Residents were reminded that the West Nile disease was confirmed in Sterling. Take precautions against exposure to mosquitos.

Adjourn

At 8:35 Selectwoman Sonnenberg moved to adjourn. Selectwoman Cranson 2<sup>nd</sup>. Selectman Cranson - Aye. Chairman Kilcoyne – Aye. Selectwoman Sonnenberg – Aye. Motion carried.

Materials: minutes, one day alcohol request, 61A release documents and potential development, Matron request, yield sign request, Common Vict application, one day application