

TOWN OF STERLING  
BOARD OF SELECTMEN Meeting with Executive Session  
May 27, 2020

MEETING:	Vice Chairman Cranson called the Select Board meeting to order at 3:00 pm. Roll Call: Chairman Kilcoyne – Present. Selectman Cranson – Present. Selectwoman Sonnenberg – Participated remotely. Also present were Town Administrator, Ross Perry and Executive Assistant, Kama Jayne.
Minutes	Selectman Cranson moved to approve the minutes of May 18, 2020. Selectwoman Sonnenberg 2 <sup>nd</sup> . Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion Carried.
Senior Celebration	<p>On June 6<sup>th</sup> there will be a car parade through all 5 Wachusett district towns to help the graduating Seniors to celebrate this milestone. The parade will travel through Sterling via Princeton. So the cars will proceed over Greenland road and turn back toward Holden once they reach the intersection of Muddy Pond Road. People are encouraged to line the roadways to congratulate the Seniors (Use social distancing please). While the exact time cannot be determined, the parade is expected to arrive in Sterling at approximately 11:45.</p> <p>In addition to the parade, the seniors will be honored with a light show at the Holden Town Hall on June 4<sup>th</sup> from 8-10 pm.</p>
Scholarships	To fulfill the directives of the scholarship trust funds, Deacon Roy Lane, Chairman of the Finance Committee, Joe Sova and Chairman Kilcoyne met as a Scholarship Advisory Team. Together, they considered the 15 scholarship applications and made their recommendations to the Select Board. This was a challenging process because there were only 3 scholarships available. However, the Scholarship Advisory Team was confident in their choices. After discussion, Selectman Cranson moved to approve the disbursement of the (3) \$500.00 Conant/Houghton Scholarships to the following applicants; William Akerson, Mikayla Philbin, and Jada Ormsbee. Selectwoman Sonnenberg 2 <sup>nd</sup> . Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion Carried.
ATM Arrangements	<p>After discussion, and as a concession for the safety of the citizens during the COVID-19 outbreak, Selectman Cranson moved to hold the Annual Town Meeting at the Sterling Airport. The date will be June 22. Time - 6:30pm. Selectwoman Sonnenberg 2<sup>nd</sup>. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion Carried</p> <p>The specifics are still being ironed out. However at this point the following is planned;</p> <ul style="list-style-type: none"><li>• Drive-in theatre style at the Sterling airport.</li><li>• Citizens will stay in their cars.</li><li>• A tent will be rented for the moderator and necessary participants.</li><li>• The meeting will be broadcast to the citizens via am radio frequency.</li><li>• The Town Counsel will be available via phone.</li><li>• Voting will be facilitated by means of laminated colored paper or electronic counter</li></ul> <p>The Town Administrator and Board will continue to solve logistical challenges, in order for this to take place.</p>
Volunteerism discussion	<p>Selectwoman Sonnenberg brought the idea of Auburn's Citizenship Academy before the Board. In the Auburn program, participants meet 2.5 hours, weekly, for 11 weeks and learn about the Town Manager, Finance, Police, Fire, Inspectional Services, DPW, etc. The premise behind this initiative is to educate willing citizens in the workings of Town Government, with hopes of encouraging volunteerism within the community.</p> <p>Selectwoman Sonnenberg is willing to do additional work on this topic. The Board will further address this idea at a future meeting.</p>

TA Report

**Town Administrator Report 5/27/20**

**Town Hall Operations**

- Considering re-opening to all employees June 1<sup>st</sup> or 8<sup>th</sup>.
- Open to the public, by appointment. Masks must be worn.

**Budget**

- Last minute adjustment to the budget to reflect a new school out of district placement, still maintains a very frugal budget with an overall increase of 2.61% (Board wishes to challenge the out of district placement as it is believed that similar classes are offered at Montachusett)
- In the event Town Meeting doesn't occur on June 22<sup>nd</sup>, we are looking in to the process to implement a 1/12<sup>th</sup> budget based upon the FY 20 amounts. (ATM WILL occur on 6/22)
- Two Alternate Year-End Appropriation Transfers  
After discussion, Selectman Cranson moved to approve the Fire Department Transfer request for \$15,000.00 to be transferred from the Ambulance Payroll account to the Ambulance Expense account. Selectwoman Sonnenberg 2<sup>nd</sup>. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion Carried

After discussion, Selectman Cranson moved to approve the Fire Department Transfer request for \$25,000.00 to be transferred from the Fire Department Payroll account to the Fire Department Expense account. Selectwoman Sonnenberg 2<sup>nd</sup>. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion Carried. These transfers have already been approved by the Finance Committee. These transfers have already been approved by the Finance Committee.

**ATM:**

- As discussed earlier.
- It looks like the Town will need a moderator as both the current and alternate moderator may not be available. Please provide names of possible candidate.

**Misc.**

- Due to the dual role as Planning Board member and Planning Board Administrative Assistant the Board is asked to sign Patty Page's Special Municipal Employee Disclosure statement

After discussion, Selectman Cranson moved to sign the Special Municipal Employee Disclosure statement. Selectwoman Sonnenberg 2<sup>nd</sup>. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion Carried.

- The Food is Love meal program continues and is very successful.
- Thank you to those who participated in the Memorial Day "Taps Across America".
- The DPW continues to do street cleaning/repair and has begun the process of road resurfacing on Upper North Row road.

PSAs

**Executive Session:**

Adjourn

At 4:37, Selectman Cranson moved to adjourn public session and to enter into executive session for Reason #3 - Dispatch, Police, and Fire Union contract negotiations. The Board will return to public session only to adjourn the meeting. Selectwoman Sonnenberg – 2<sup>nd</sup>. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion Carried.

At 5:04 Selectman Cranson moved to return to public session. Selectwoman Sonnenberg – 2<sup>nd</sup>. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion Carried.  
At 5:05 Selectman Cranson moved to Adjourn. Selectwoman Sonnenberg – 2<sup>nd</sup>. Selectman Cranson – Aye. Selectwoman Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion Carried.

Materials: Agenda, Minutes parade memo, scholarship app., volunteer program info., ta report, airport and school ATM set-up proposals