

TOWN OF STERLING  
BOARD OF SELECTMEN  
May 15, 2019

MEETING:	Vice Chairman Kilcoyne called the Select Board meeting to order at 6:30pm. Roll Call: Selectman Cranson – Present. Selectman Sonnenberg – Present. Selectman Kilcoyne – Present. Also present was Town Administrator, Ross Perry and Executive Assistant, Kama Jayne.
Minutes	Selectman Kilcoyne moved to approve the minutes of May 1, 2019, as written. Selectman Cranson 2 <sup>nd</sup> . Selectman Kilcoyne – Aye. Selectman Cranson – Aye. Selectman Sonnenberg – Abstained. Motion Carried.
Re-organization	Selectman Cranson moved to appoint Selectman Kilcoyne as Chairman of the Board. Selectman Sonnenberg 2 <sup>nd</sup> . Selectman Sonnenberg – Aye. Selectman Cranson – Aye. Selectman Kilcoyne – Aye. Motion carried.  Selectman Sonnenberg moved to appoint Selectman Cranson as Vice Chairman. Chairman Kilcoyne 2 <sup>nd</sup> . Selectman Sonnenberg – Aye. Selectman Kilcoyne – Aye. Selectman Cranson – Aye. Motion carried.  Selectman Cranson moved to appoint Selectman Sonnenberg as Clerk. Chairman Kilcoyne 2 <sup>nd</sup> . Selectman Cranson – Aye. Selectman Kilcoyne – Aye. Selectman Sonnenberg – Aye. Motion carried.
Pole Hearings	At 6:40, Chairman Kilcoyne opened the Public Pole Hearing. Darren Borge represented the Light Department and asked the Board to support the request for new poles on Newell Hill Road, Chocksett Road, Ford Road and Worcester Road. He explained that the new poles on Newell, Ford and Worcester Roads are required as support poles and the pole on Chocksett, near the substation, will be used for future project connections. After discussion, the public was invited to speak. No one opposed the requests for the new poles. Selectman Cranson moved to approve the new poles on Newell Hill Road, Chocksett Road, Ford Road and Chocksett Road. Selectman Sonnenberg 2 <sup>nd</sup> . Selectman Cranson – Aye. Selectman Kilcoyne – Aye. Selectman Sonnenberg – Aye. Motion carried. At 6:45 Selectman Sonnenberg moved to close the Public hearing. Selectman Cranson 2 <sup>nd</sup> . Chairman Kilcoyne – Aye. Selectman Cranson – Aye. Selectman Sonnenberg – Aye. Motion Carried.
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 to consider the 15 scholarship applications and in order to decide upon whom they would recommend to the BOS. Chairman Kilcoyne reported that it was a difficult 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 Amanda Olds, Chad Thoday and Kara Moulton. Selectman Sonnenberg 2 <sup>nd</sup> . Chairman Kilcoyne – Aye. Selectman Cranson – Aye. Selectman Sonnenberg – Aye. Motion Carried.
Town Meeting Recap	Moderator, Amrith Kumar reported to the Board that after the Town Meeting, he had received several complaints from people stating that they felt that some speakers were being disrespectful of the opinions of others. Others felt intimidated. Mr. Kumar stated that he will conduct the next meeting more assertively. However, he is also concerned with safety. The discussion turned to constables vs police officers. Chief Chamberland stated that in addition to serving notices and subpoenas in Town. Constables have also historically been used to protect the integrity of the election and the ballots and to provide security at the polling location and the Town Meetings. However, he is concerned because constables:

- Lack police safety training
- Do not undergo background checks
- Have no clear chain of command

The Board of Selectmen will address these concerns at future meeting so that they may further consider how best to handle public safety at such events.

Test Wells – Request

Paul Lyons, Assistant Superintendent of the Sterling Water Department requested that the Board approve a letter to be sent to the DCR asking permission to conduct exploratory test wells on DCR land. He is of the opinion that the Town should pursue this course of action until a new well site is found. After discussion, Selectman Sonnenberg moved to approve the letter to the DCR for permission to conduct exploratory test wells on three parcels of land that are owned by DCR. Selectman Cranson 2<sup>nd</sup>. Selectman Sonnenberg – Aye. Selectman Cranson – Aye. Chairman Kilcoyne – Aye. Motion carried.

On May 7<sup>th</sup>, Mr. Lyons attended an awards ceremony at which the Town of Sterling received an award for Outstanding Performance and Achievement for Water Conservation in 2018. In recognition of that award, the Town also received Official Citations from both the State Senate and the House of Representatives. The Board congratulated Paul Lyons and the citizens for this achievement in water conservation.

Transfers

After discussion, Selectman Cranson moved to approve the following transfer of funds;  
 \$52,635.77 from the DPW wages account to the Snow and Ice account  
 \$10,000.00 from the Ambulance Payroll Account to the Ambulance Expense Account  
 \$10,000.00 from the DPW wages account to the IT expenses  
 \$5373.00 from the Senior Center Operations Coordinator account to the Senior Center Operations account.  
 \$10,000.00 from the DPW wages to the Facilities Expenses.  
 Selectman Sonnenberg 2<sup>nd</sup>. Selectman Sonnenberg – Aye. Selectman Cranson – Aye. Chair Person Kilcoyne – Aye. Motion carried.

Food Trucks

The Stix n Pux food truck was moved several feet across their parking lot on May 13th. The attending Police Officer had concerns about the road worthiness of the trailer that was used in the move. This topic will be addressed at a future meeting so that the owners are able to attend.

The Moose Caboose is being used as an auxiliary kitchen for functions at Mulligans Mini Golf. Food is not sold to the general public from there and it is stationary, without any intention of using it as a mobile food truck. The owners pay property taxes at their location. They have the required Common Victualler permit and all Board of Health permits. They also pay "personal property" taxes on the Moose Caboose. Therefore, the consensus of the Board was that the Moose Caboose does not require a mobile food truck permit.

Update employee handbook

Currently, the Employee Handbook does not include retiree health insurance eligibility information. In the interest of clarity, the Town Administrator and Treasurer requested that this information be included. If approved for inclusion, the following will be added, regarding Retiree health insurance;

- If a Town Employee is enrolled in the Town's insurance plan, they may continue to be enrolled, provided they are vested with at least 10 years in the Worcester Regional Retirement upon retirement
- If an active employee is not enrolled in the Town's insurance, that insurance will not be available to them when they retire
- If a retiree drops the Town insurance, for any reason, they may not re-enroll

Selectmen's Meeting Minutes

May 15, 2019

	<p>After discussion, Selectman Cranson moved to include the changes to the Employee handbook regarding the retirement insurance policy. Selectman Sonnenberg 2<sup>nd</sup>. Selectman Sonnenberg – Aye. Selectman Cranson – Aye. Chair Person Kilcoyne – Aye. Motion carried.</p>
Date for TA review	<p>After discussion, the consensus of the Board was that they would evaluate the Town Administrator's performance on June 12.</p>
Logo Copywrite	<p>After discussion, Selectman Sonnenberg moved to move forward with the process of getting the copyright for the approved Lamb Logo. Selectman Cranson – 2<sup>nd</sup>. Selectman Sonnenberg – Aye. Selectman Cranson – Aye. Chair Person Kilcoyne – Aye. Motion carried. Lex Thomas will sign over her rights to the Logo and the filing fee and application will be submitted.</p>
Endorse MRPC Grant application	<p>After discussion Selectman Sonnenberg moved to approve the signing and submission of the proposed letter to the MRPC requesting grant funding from the Executive Office of Energy &amp; Environmental Affairs FY20 Planning Assistance Grant which will be used to fund MRPC assistance to complete the Master Plan. Chairman Kilcoyne 2<sup>nd</sup>. Selectman Sonnenberg – Aye. Selectman Cranson – Aye. Chairman Kilcoyne – Aye. Motion carried.</p>
One Day Alcohol	<p>After discussion, Selectman Cranson moved to approve the one day alcohol requests for the following dates at the 8 point Sportsmen's Club:</p> <ul style="list-style-type: none"><li>• May 25<sup>th</sup> from 5:00pm – Midnight</li><li>• June 8<sup>th</sup> from Noon to 6:00pm</li><li>• June 22<sup>nd</sup> from 11:30am – 9:30 pm</li><li>• August 17<sup>th</sup> from 11:00am – 6:00 pm</li></ul> <p>Selectman Sonnenberg 2<sup>nd</sup>. Selectman Cranson – Aye. Selectman Sonnenberg – Aye. Chairman Kilcoyne – Abstained. Motion carried.</p>
Public Session	<p>Lex Thomas gave an update of the Celebrate Sterling Event to be held on June 1<sup>st</sup>. (rain date June 8<sup>th</sup> )</p>
TA Report	<p><u>Town Administrator Report 5-15-19</u></p> <p><b>Facilities:</b></p> <ul style="list-style-type: none"><li>• Geneva Paving will be here this Friday and Saturday to finish the crack sealing in the parking lot. They are aware of and will work around the Farmers Market on Friday and Garden Club plant sale on Saturday. Sunday (weather permitting) they will return and seal coat the whole lot. Thus, the whole Butterick lot will be closed to traffic and parking on Sunday May 19<sup>th</sup>. The parking spaces will be re-lined at a TBD date.</li><li>• Tom Rutherford's retirement after 10 years will be tomorrow. I want to thank him for his service to the town.</li><li>• The Sterling Live web camera is up "live". Thank you to the Leominster Credit Union for funding the equipment and web configurations. Thank you to Fred Aponte for driving this project.</li></ul>
PSAs	<p>A free informational dinner will be held at the First church, May 18 at 5:00. Those who may be interested in volunteering to help at the fair are encouraged to attend.</p> <p>The Memorial Day parade will begin at Hillside cemetery on May 27<sup>th</sup> at 11:00.</p> <p>The Master Plan Committee will be held on May 16<sup>th</sup> at 6:30 in Room 205.</p>
Adjourn	<p>At 8:57 pm, Selectman Cranson moved to adjourn. Selectman Sonnenberg 2<sup>nd</sup>. Selectman Cranson - Aye. Selectman Kilcoyne – Aye. Selectman Sonnenberg – Aye. Motion carried.</p> <p>Materials: minutes, pole hearing notices, volunteer application, letter to DCR, transfer request, health insurance change</p>