

DRAFT

**STERLING PLANNING BOARD  
MEETING MINUTES**

July 11, 2012 – Rm. 202 Butterick Bldg.

**Present:** Michael Radzicki – Vice Chairman, MRPC Rep.  
Ronald Pichierri – ANR Agent  
Kenneth Williams – Clerk  
John Santoro  
Melissa French – Administrative Assistant

**Absent:** Charles Hajdu

Acting Chairman Pichierri calls the meeting to order at 7:01 PM.

**BOARD MEMBER RE-ORGANIZATION**

The Board was not re-organized at tonight's meeting due to the absence of a Board Member.

**ANR's.**

There are no ANR's

**MINUTES APPROVED**

**Williams moves to approve the minutes of June 27, 2012, as corrected. The motion is seconded by Radzicki, there is no discussion and all are in favor, approved by the Board, 4-0.**

**DISCUSSIONS/REPORTS/FYI**

**Pandolf Perkins Paved Apron**

With regard to the requirement that the entrance to the Pandolf-Perkins solar array site on Jewett Road be paved, an email was sent to Joe Curtin, Pandolf-Perkins, asking that he alert the Board as to when the apron would be paved. Curtin responded in an email, dated July 9, 2012 and attached to these minutes, that they are holding off paving the apron until they are sure that all settlement in the area is complete. Curtin stated that he has spoken with Bill Tuttle, DPW Superintendant, about this.

**Reverse Notification System**

Police Chief, Gary Chamberland, has sent an email, dated June 29, 2012, letting town residents know that a reverse notification system is now available for emergencies and notifications. Copies of this email are given to the Board Members.

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**ZBA**

The Board reviews the agenda from the July 10, 2012 Zoning Board of Appeals meeting. Williams states that the Special Permit for Gadoua and Innamoratti, 59 Lakeshore Drive, was granted.

**CHAIRMAN'S REPORT**

There is no chairman's report.

**ADMINISTRATIVE ASSISTANT REPORT**

The Administrative Assistant has nothing to report.

**MAIL**

Miscellaneous mail was reviewed.

**NOTICES FROM OTHER TOWNS**

Notices from other Towns were made available for review and were passed on to the Zoning Board of Appeals.

**INVOICES**

The board members sign invoices and payroll.

**EXECUTIVE SESSION**

Jamie Kelley, HR Administrator, is present this evening to offer guidance to the Planning Board with regards to the preliminary screening of potential candidates for the job of Administrative Assistant. Kelley informs the Board as to the parameters with which they can legally enter into an Executive Session.

**Radzicki moves that the Planning Board enter into executive session for the purpose of a preliminary screening of resumes for the administrative assistant position, seconded by Williams. There is no discussion and the motion is passed as follows: Williams – Aye, Radzicki – Aye, Santoro – Aye, Pichierri – Aye. The executive session is opened at 7:25 PM.**

**MOTION TO ADJOURN**

**Radzicki makes a motion to adjourn the Planning Board Meeting at 9:07 PM. Seconded by Williams, no discussion, all in favor, motion approved 4-0.**

**The next regularly scheduled Planning Board Meeting is July 25, 2012 at 7:00 PM.  
APPROVED BY:**

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