



TOWN OF STERLING PLANNING BOARD AGENDA

Butterick Municipal Building, Room 202
1 Park Street, Sterling, MA 01564

Monday, March 9, 2020 – 5:30 PM

MEETING:

Present were members Carl Corrinne, Val Pruneau, Rob Protano and Patty Page. Absent was John Santoro.

Mr. Ross Perry was also present to facilitate the discussion on the job description and process for hiring a new administrative assistant.

AGENDA:

5:30pm: Review Job Description of Administrative Assistant to the Planning Board

6:00pm: Vote to appoint a member to the Earth Removal Board.

Review
Administrative
Assistant Job
Description and
Hiring Process

P. Page opened the meeting asking people if there were problems in the way the job description was written.

R. Protano questioned "supervision, supports and reports to the Town Planner." Are we eliminating the Planning Board?

P. Page stated that the Administrative Assistant would have a direct report to a full time person in the Town Hall as opposed to a part-time Planning Board who meet every two weeks.

R. Protano. D. Tatasciore is the way to go, but doesn't want the Planning Board out of the loop.

R. Perry. The intent is to have the Administrative Assistant assist the Planning Board as before. Just the supervision will change and report to a full time person regarding; hours of work, absenteeism, work performance, long term projects, day to day goals, etc.

R. Protano. Planning Board members need to be able to be get together with her and direct her in some cases.

R. Perry. That will remain the same. Having someone here the same hours the Administrative Assistant is a better plan of supervision. R. Protano. I agree with that. Some of the sentences omitted imply that some Planning Board members may not have input. R. Perry. Some sentences can be inserted again.

P. Page. With the previous Administrative Assistant, she, as a Member of the Planning Board would ask for certain things and the Administrative Assistant would confer with the Planning Board Chair and she would not help if the Chair would say no. This eliminates this issue by having the person report to the Town Planner or HR directly. There is no intention to eliminate the members of the Planning Board.

R. Protano. In this description it states "Reports to Planning Board" is scratched out, reports to the Town Planner. Shouldn't it be both the Town Planner and the Planning Board?

R. Perry. No, it's tough to report to 2 masters. Should support all of Planning Board Members.

C. Corrinne. In the past, it was difficult to get information from this office. Having the direct report through the Town Planner will eliminate things getting bogged up, creating an easier path for information.

P. Page. Town Planner will provide full time coverage for this position instead of the few hours someone is here.

R. Perry. Revision to include the Administrative Assistant role for the ZBA. Expands the Administrative Assistant job description to include the ZBA.

R. Protano. Will she be able to do that in 19 hours? She wasn't doing that before, this is something new. Will there be enough time to do both?

R. Perry. Yes. Doesn't change the reporting to the Planning Board. The AA would create Agendas and Meeting Minutes for the ZBA. Feeling is there is time to do both. Yes, this is new. It doesn't change the Planning Board relationship. Just adds additional coverage to the ZBA

R. Protano. Makes motion to approve the Job Description as written including the ZBA. Seconded by C. Corrinne. All in Favor.

R. Perry will post Tuesday, on Town Website, if someone in house is interested, we'll interview; if not we'll post outside.

R. Perry. Screening of finalists can be done in Executive Session, then open session to review finalists or Town Administrator could do the preliminary screening for you then give you the list of names for review in open session.

R. Protano. Suggests that the Town Administrator do the in-house preliminary interviews and the Planning Board for the final approval.

Screening committee. C. Corrinne has agreed to be part of the screening committee with R. Perry.

Members discussed appointing a member to the Earth Removal Board. R. Perry stated that this position will go away after Town Meeting in May.

Motion: R. Protano to a motion to appoint V. Pruneau as Planning Board representative to the Earth Removal Board, seconded by C. Corrinne. All in favor

R. Protano. Item on the agenda for March 11 Planning Board meeting regarding Primrose Lane Subdivision. Full disclosure. Ron Pichierri and I are cousins. State states there is no conflict between cousins.

Vote to Appoint
a Member to the
Earth Removal
Board

Discussion
Regarding
March 11, 2020
Meeting

R. Perry. Should file for disclaimer.

R. Protano. Ron Pichierri would like a change from a Cash Bond to a Written Bond.

V. Pruneau has taken papers out to run for the Planning Board 3 Year Term.

C. Corrinne has taken papers out to run for the Planning Board 5 Year Term.

R. Protano has taken papers out to run for the Planning Board 1 Year Term.

Adjourn

Motion to adjourn the meeting at 5:53 pm by R. Protano, seconded by P. Page. All in favor

Materials: Draft job description for the Administrative Assistant to the Planning Board.