


TOWN OF STERLING
Select Board Meeting
July 7, 2020

MEETING:	Chairman Kilcoyne, called the Select Board meeting to order at 6:29pm. Roll Call: Selectman Cranson – Present. Select member Sonnenberg – Participated remotely. Chairman Kilcoyne – Present. Also present were Town Administrator, Ross Perry and Senior Executive Assistant, Kama Jayne.
Minutes	Selectman Cranson moved to approve the minutes of June 25, 2020. Select member Sonnenberg 2 nd . Selectman Cranson – Aye. Select member Sonnenberg – Aye. Chairman Kilcoyne – Aye. Motion Carried.
Reorganization	Chairman Kilcoyne moved that Maureen Cranson be appointed as Chairman and Arden Sonnenberg be appointed as Vice Chair and that he, himself, be appointed as Clerk. Select member Sonnenberg, 2 nd . Selectman Kilcoyne – Aye. Select Member Sonnenberg – Aye. Selectman Cranson – Aye. Motion carried.
Liaisons	After discussion, the Select Board liaisons for Boards and Committees will be assigned as follows; Chairman Maureen Cranson – Council on Aging, Economic Development, Fair Committee, Recreation Committee, Conservation Commission, Light Department/Energy Committee Vice Chair, Arden Sonnenberg – Department of Public Works, Water Department, Board of Health, 1835 Town Hall Committee Clerk, John Kilcoyne – Police, Fire, Emergency Management, Personnel, Labor Relations, Insurance Advisory Committee, Zoning Board, Earth Removal Jointly , the Board serves as liaisons to the Finance Committee, Capital Committee, Accounting and Treasury The discussion regarding a liaison policy has been tabled until the next meeting.
TA Search Committee	A seven (7) member Town Administrator Search Committee will be appointed at the August 5 th meeting. Selectman Kilcoyne moved to post the vacancies for the Town Administrator Search Committee with a cut-off date of July 29 th . Select member Sonnenberg 2 nd . Selectman Kilcoyne – Aye. Select Member Sonnenberg – Aye. Chairman Cranson – Aye. Motion carried.
TA Job Posting	Selectman Kilcoyne moved to post the vacancy for the Town Administrator position immediately, with a cut-off date of August 10 th . Select member Sonnenberg 2 nd . Selectman Kilcoyne – Aye. Select Member Sonnenberg – Aye. Chairman Cranson – Aye. Motion carried. The current Job description will be used.
School Committee Appointment	After discussion and interviews, Selectman Kilcoyne moved to appoint Melissa Ayala to fill the one year vacancy on the School Committee. Select member Sonnenberg 2 nd . Selectman Kilcoyne – Aye. Select Member Sonnenberg – Aye. Chairman Cranson – Aye. Motion carried.
Dispatchers MOU	After discussion, Selectman Kilcoyne moved to sign the proposed MOU with the Dispatcher’s Union.  2020 7 8 MOU Dispatchers 3-5-20 Tc Select member Sonnenberg – 2 nd . Chairman Cranson – Aye. Select member Sonnenberg – Aye. Selectman Kilcoyne - Aye. Motion Carried.
Conservation Beach area Update	Conservation Agent, Matt Marro reported Whitman and Bingham have completed their survey work and within 60 days will submit proposals to upgrade the drainage issues that have plagued the Swett Hill/Hall Ave/Beach area. The Town is looking for a solution to relieve the heavy burden of storm water

Board of Selectmen Meeting Minutes

July 7, 2020

	<p>run-off, before it moves to the Lake. The Conservation Commission is seeking the best and most cost effective solution. The Select Board will be kept apprised of the progress.</p>
State funding requests	<p>After discussion, Selectman Kilcoyne moved that the Town Administrator submit a detailed request for funding to Senator Tran's office. Select Member Sonnenberg 2nd. Chairman Cranson – Aye. Select member Sonnenberg – Aye. Selectman Kilcoyne - Aye. Motion Carried. The funding requests will include items from the Capital Committee request list, DPW infrastructure priorities, the 1835 Town Hall septic connection, full funding for Chapter 90 money and out-of-district transportation cost for students.</p>
Tag sale	<p>Jane Morgan has requested that there be a weekly tag/flea market sale in the Town center. After discussion, the Board requested that she come back to them with a proposal that would include: Who is responsible for this endeavor? Where is it to be held? (The proposed area by the Select Board was the back parking lot at the Butterick Building). Time? Who will ensure clean up each week? Will there be a charge for table set up? Etc. This will be discussed at the August 5th meeting.</p>
Entrances to Public Ways	<p>The Board considered the approval of a curb cut for 65 Beaman Road. The application was approved by the DPW, Fire Department, and Building Commissioner. After discussion, Selectman Kilcoyne moved to approve the Entrance To Public Ways permit request for 65 Beaman Road. Select member Sonnenberg 2nd. Chairman Cranson – Aye. Selectman Kilcoyne – Aye. Select member Sonnenberg – Aye. Motion Carried. All departmental conditions must be met.</p> <p>The Board considered the approval of permits for Entrance to Public Ways for 81 & 83 Maple Street. The application was approved by the DPW, Fire Department, and Building Commissioner. After discussion, Select member Sonnenberg moved to approve the Entrance To Public Ways permit request for 81 & 83 Maple Street. Select member Sonnenberg 2nd. Chairman Cranson – Aye. Selectman Kilcoyne – Aye. Select member Sonnenberg – Aye. Motion Carried. All departmental conditions must be met.</p>
Transfers	<p>After discussion, Selectman Kilcoyne moved to approve the following Alternate Year-end Appropriation transfer requests;</p> <p>\$700.00 from COA Nutrition to COA Wages \$65.00 from IT Expenses to Operation Manager Wages \$1,000.00 from COA Expenses to COA Wages \$1,636.37 from Library Wages to Library Operating, maintenance expenses \$2.20 from DPW Wages to Police Salary \$3.00 from DPW Wages to Gas Inspector Wages \$1,184.26 from DPW Wages to DPW Salary \$378.89 from DPW Wages to DPW Street Lights \$396.57 from DPW Wages to Treasurer Expense \$56.18 from DPW Wages to Town Clerk Salary \$593.07 from Building Wages to Building Salary Select member Sonnenberg – 2nd. Selectman Kilcoyne – Aye. Select member Sonnenberg – Aye. Chairman Cranson - Aye. Motion Carried.</p>
One day Permits	<p>Selectman Kilcoyne moved to approve the one day alcohol permit for Lauren Carchidi, through The 228, for August 7 from 1:00 – 3:00 pm for a wedding and for Michelle Berkenstock and Adam Smith, through The 228, for August 15th from 5:00pm – 10:00 pm for a wedding. Select member Sonnenberg – 2nd. Chairman Cranson – Aye. Select member Sonnenberg – Aye. Selectman Kilcoyne – Aye. Motion Carried.</p>

TA Report

Town Administrator Report 7/8/20

Town Hall Operations

- Similar to last report, it is open to the public, by appointment. Masks must be worn.
- All visitors will be logged in on sheets in each office visited by the staff member visited. This will be to assist any COVID-19 tracing should it be necessary
- Pending further developments, Town Hall could be open to the public August 3rd, subject to wearing masks and using hand sanitizer upon entry.

1835 Building:

- As mentioned before, the Sprinkler system has been installed.
- The Recreation Director is planning to schedule a Babysitters' course with CPR on the first floor August 17 10:00-2:00
- The 1835 Committee has a quote to sand and refinish the hardwood floors in the Great room on the second floor for \$8500. These floors have years and years of wear and need this work. This will be a great improvement to the appearance of the building and facilitate future use. I propose to fund this project from the Facilities Expense account. This account could be reimbursed from the EDC Expense account if the EDC so votes, or via a warrant article at a fall special town meeting if one occurs. In the meantime, Facilities Expense account can absorb this cost and the Board's vote to proceed with the floor work would be appropriate.

Financial Policies:

- When FY 21 budget was finalized with efforts to reduce the tax rate by using Stabilization funds and reducing the contribution to the OPEB account, there was an acknowledgement that these funds should be replaced, thus avoiding a negative impact on the Town's bond rating.
- I have sent you a repayment plan starting with a modest amount in FY 22 and then increasing with a final payment in FY 27. I propose to fund these payments from Free Cash thus avoiding a direct increase to the tax rate. However, these payments will reduce the amount of Free Cash available for capital projects.
- I will ask the Finance Committee at their next meeting to review these addendums to the Financial Policy Manual and the Board to vote on these changes at a subsequent meeting. In the meantime, send me your comments.

Adjourn

At 9:11 pm Selectman Kilcoyne moved to Adjourn. Select member Sonnenberg – 2nd. Selectman Kilcoyne – Aye. Select member Sonnenberg – Aye. Chairman Cranson – Aye. Motion Carried

Materials: Agenda, Minutes, transfer requests, Dispatcher MOU, Entrance Permits, TA report, one day requests, Liaison list and policy, TA job description, volunteer applications,

|