


TOWN OF STERLING  
Select Board Meeting  
October 14, 2020

MEETING:	Chair Cranson, called the Select Board meeting to order at 6:30 pm. Roll Call: Chair Cranson – Present. Select member Sonnenberg – Participated remotely. Select member Kilcoyne – Present. Also present were Interim Town Administrator, Fred Aponte and Senior Executive Assistant, Kama Jayne.
Minutes	<p>Select member Sonnenberg moved to approve the revised minutes of September 30th. Select member Kilcoyne 2<sup>nd</sup>. Chair Cranson – Aye. Select member Sonnenberg – Aye. Select member Kilcoyne – Aye. Motion Carried.</p> <p>Select member Kilcoyne moved to approve the revised Executive minutes of September 30 and October 5<sup>th</sup>, not to be released. Select member Sonnenberg 2<sup>nd</sup>. Chair Cranson – Aye. Select member Sonnenberg – Aye. Select member Kilcoyne – Aye. Motion Carried.</p> <p>At 6:35, Select member Kilcoyne moved to open the Public Hearing, regarding the release of Lot 19, Justice Hill Road, from Chapter 61A. The Planning Board, Conservation Commission and Assessors have voted to approve this release and to not pursue the purchase of the property. After discussion, Select member Kilcoyne moved to approve the release of Lot 19, Justice Hill Road (Worcester Registry of Deeds, recorded as Lot 19, recorded in Book 6059, page 338), from 61A and to not pursue the purchase of the property. Select member Sonnenberg – 2<sup>nd</sup>. Chair Cranson – Aye. Select member Kilcoyne – Aye. Select member Sonnenberg – Aye. Motion carried.</p>
Building Department discussion	Tabled
Req. for name changes to Protective Bylaws	<p>Select member Sonnenberg requested that the Board ask the Planning Board to hold a Public Hearing for a STM warrant article, to amend the Board of Selectmen Name set forth in the Protective (Zoning) Bylaws and Regulations. She explained that the General bylaws name change has been approved by the Attorney General’s Office, after a 2/3rds affirmative vote at the Annual Town Meeting. However, in order for the Protective bylaw changes to be approved, a Public Hearing by the Planning Board must be held, prior to the Special Town meeting. Therefore, after discussion, Select Member Kilcoyne moved that a letter be sent to the Planning Board asking them to place “this” (amend the Board of Selectmen name in the Protective Bylaws and Regulations) on their agenda and for a Public Hearing on the matter, A.S.A.P. Select Member Sonnenberg – 2<sup>nd</sup>. Chair Cranson – Aye. Select member Kilcoyne – Aye. Select member Sonnenberg – Aye. Motion carried.</p> <p>It was noted that the General Bylaw needs to be updated by the Clerk’s office with the AG approved name changes. (No back documenting is required on historical information.)</p> <p>The consensus of the Board was that the changes can wait until after the elections, due to the increased work load that is currently being carried in the Clerk’s office.</p>
STM Logistics	<div><p>2020 12 7 STM Planning logistics.pdf</p></div> <p>The Board discussed the STM timeline The following was also agreed upon;</p> <ul style="list-style-type: none"><li>• Some dates will need to be changed.</li></ul>

- Two rooms will be set up, per Covid safety procedures, to accommodate the residents at a safe distance and in a safe manner. Masks will be required and ventilation will be addressed.
- No Zoom will be available but SLCT will be asked to broadcast the meeting.
- Most of the articles will be the zoning articles which were pulled from the ATM, due to concerns for time.
- The CPA article will not be included.
- The playground article will be included (Capital item)
- The Earth Removal Bylaw Review Committee will be asked to convene once more to decide who will present the Earth Removal Article.
- The Town Clerk will be given the timeline to make certain that all legalities are considered and procedures followed. Fred Aponte will contact Worcester Sound and SLCT to inquire about cancellation fees in case pandemic restrictions are placed on assemblies in the area.
- Warrant articles will be posted online as soon as they are approved by Town Counsel.
- The electronic clickers will be tested for reliability inside the school and from the adjoining room

Interim support

The Board and Department heads will use the same protocol with the Interim Town Administrator as was used with the Town Administrator. Fred Aponte is the key point of contact. When asked what he needs in order to succeed, he made it known that all he needs is to be pointed in the right direction.

ITA Report

**Interim TA Report 10/14/2020**

- Uneventful first week as Interim TA. Business as usual
- Zoom call with Scott from Point Software to have a better understanding of the reporting for E-Permitting
- Zoom call with Gregg Corbo from KP Law and Sarah Culgin regarding options for the collection of fines. Gregg will report back with options.
- 1835 floor will be done on Monday. Thank you to the DPW for ripping up the old carpet. (Update – Flooring Company must start over because incorrect thickness (1/4”) underlayment was applied. They will replace with ¾ inch underlayment and then apply tiles)
- We have to fix emergency lights at 1835 in order to safely have programs there. Going to cost about \$2,000.00, quote from Di-Rock.
- There have been issues with the HVAC alarm system. Patrice has been getting alerts at 3:00 in the morning. The issue seems to be the cycling of the system. Patrice has reached out to Fraser and Carrier.
- Windows for the Butterick Building have been measured and ordered. Looking at middle of November for a 2 day installation.
- Have received more names for the bidding on the Senior Center Garage. The Bid opening is scheduled for November 5<sup>th</sup> at 2:00pm. I have reached out to Ross to inquire about the proper procedures for a Bid opening. (This project will be funded by means of a prior warrant article.)
- The DPW has inquired about the use of Retained Earnings (350,000.00) for a SMLD project affecting the reading of the water meters. This request can be place on the STM warrant.
- We received a June invoice from KP Law for services in that month. This will need to be placed on a warrant for the payment of a “prior year” bill. This can be funded by Free Cash.
- We have another issue with the sprinkler systems in some of the town buildings, some issues are critical and some mandatory issues. The mandatory issues can wait for the ATM, however we may want to add a financial article for the STM to handle the critical issues.

Select Board Meeting Minutes

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- The Cocker Spaniel Rescue/Tag Sales have requested to change the time for the next few Saturdays to 1:00-5:00 to cooperate with Yahoo who need the parking lot in the morning.( The Board agreed that this was acceptable.)
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PSAs

- Special thanks to the SMLD, DPW, Dispatchers, Fire Department, Police and independent tree services for the clean-up efforts after the storm last week.
- The Mass DOT Shared Streets and Spaces Grant was procured through the efforts of the Town Planner. With the assistance of the DPW, the funding was used to set up temporary street-scapes in town and sidewalks near the school. Jersey barriers were used to redirect traffic coming off Meeting House Hill Road and reclaiming downtown open space where tables have been placed for citizens to enjoy. If these temporary “fixes” prove effective, the Town may seek funding through the State, to make them permanent.
- Special thanks to the library for their new virtual programming.
- The BOH is doing a great job in keeping up with the pandemic.
- Staff and visitors are reminded that Face Masks are required. Those unable to wear a mask must conduct business outside.

At 7:42 pm, Select member Sonnenberg moved to enter into executive session for Reason 2, M.G.L. c.30 Sec. 21(a) Negotiations regarding the prospective Town Administrator. The Board will return to public session only to adjourn. Select member Kilcoyne – 2<sup>nd</sup>. Chair Cranson – Aye. Select member Sonnenberg – Aye. Select member Kilcoyne – Aye. Motion Carried.

Executive Session

At 8:55 Select member Kilcoyne moved to return to public session. Select member Sonnenberg – 2<sup>nd</sup>. Chair Cranson – Aye. Select member Sonnenberg – Aye. Select member Kilcoyne - Aye. Motion Carried.

Adjourn

At 8:56 Select member Kilcoyne moved to adjourn the public session. Select member Sonnenberg – 2<sup>nd</sup>. Chair Cranson – Aye. Select member Kilcoyne – Aye. Select member Sonnenberg – Aye. Motion carried.

Materials: Agenda, Minutes, 61A release, ITA report