

TOWN OF STERLING
BOARD OF SELECTMEN
October 18, 2017

<i>MEETING:</i>	Chairman Cranson called the Board of Selectmen meeting to order at 6:31 pm. Roll Call: Selectman Kilcoyne – Present. Chairman Cranson - Present. Selectman Lane - Present.
Minutes	Selectman Kilcoyne moved to approve the public minutes of October 4, 2017, as written. Selectman Lane 2 nd . Chairman Cranson – Aye. Selectman Kilcoyne – Aye. Selectman Lane – Aye. Motion carried.
Finance Committee Appointment	Everett Heller offered his resignation from the 1835 Town Hall Roof Repair Sub Committee, as required by the Town of Sterling By-laws, in order to be eligible for the Finance Committee appointment. After discussion, Selectman Lane moved to accept Everett Heller's resignation from the 1835 Town Hall Roof Repair Sub Committee. Selectman Kilcoyne – 2 nd . Selectman Kilcoyne – Aye. Selectman Lane – Aye. Chairman Cranson – Aye. Motion carried. After discussion, Selectman Lane moved to cast the Board of Selectman vote to appoint Everett Heller and Steven Staudaher, Mr. Heller's term to expire on 6/30/2020 and Mr. Staudaher's term to expire on 6/30/2019. Selectman Kilcoyne 2 nd . Selectman Lane – Aye. Selectman Kilcoyne – Aye. Chairman Cranson – Aye. Motion carried. Joe Sova, Chairman of the Finance Committee, reported that the Finance Committee had unanimously voted in favor of Mr. Heller and Mr. Staudaher and therefore cast the Finance Committee vote for both. Mr. Kumar, Moderator, was absent and did not cast a vote. However, since two votes are all that are required, and both the BOS and Finance Committee voted to appoint both candidates, the motion carried.
Presentation to Neighbor to Neighbor	Mr. Holman of the First Church presented a check for \$2,500.00 to the Neighbor to Neighbor Fund. Pat Fox accepted the donation on behalf of the fund. The money was raised through the Community Treasures spring auction fundraiser. This coming year's auction will be held at the First Church on May 12 th . People are encouraged to participate. Mr. Fox thanked the members of the Community Treasures Committee and reminded residents that the Neighbor to Neighbor applications are available on-line or at the Executive Assistant's office. Tax deductible donations can be sent directly to W.H.E.A.T. in Clinton or dropped at the Executive Assistant's office. The First Church has also offered to promote the Neighbor to Neighbor Fund program.
Historical Commission Appointment	After discussion, Selectman Lane moved to appoint Lindsey Van Gieson to the Historical Commission. Term to expire 6/30/2018. Selectman Kilcoyne 2 nd . Selectman Lane – Aye. Selectman Kilcoyne – Aye. Chairman Cranson – Aye. Motion carried.
ZBA Appointment	After discussion, Selectman Kilcoyne moved to appoint Diane Baldarelli as an Alternate on the Zoning Board of Appeals with her term to expire on 6/30/2020. Selectman Lane 2 nd . Selectman Lane – Aye. Selectman Kilcoyne – Aye. Chairman Cranson – Aye. Motion carried.
Cultural Council Appointment	After discussion, Selectman Lane moved to appoint Dick Maki and Pat Thomas to the Cultural Council with their terms to expire on 10/18/2020. Selectman Kilcoyne 2 nd . Selectman Lane – Aye. Selectman Kilcoyne – Aye. Chairman Cranson – Aye. Motion carried. The cultural Council meets once per year to consider applications for the arts. The State funds are determined by population and Sterling receives approximately \$4,500.00 per year. Applications can be accessed on-line. Members may serve two consecutive three-year terms.
1835 Town Hall Designer Award	On October 11, 2017 the 1835 Town Hall Committee unanimously voted favorably for JMBA Architects, of New Bedford. for the project designer/manager of the 1835 Town Hall Roofing project. Selectman Lane

	<p>attended that meeting and assured the Board that Mr. Booth specializes in working with vintage buildings such as the 1835 Town Hall and that the 1835 Committee has a very good rapport with Mr. Booth. After discussion, Selectman Lane moved to approve JMBA Architects for the project designer/manager of the 1835 Town Hall Roofing project. Selectman Kilcoyne 2nd. Selectman Lane – Aye. Selectman Kilcoyne – Aye. Chairman Cranson – Aye. Motion carried.</p>
1835 Town Hall Committee role	<p>The Board discussed the Role of the 1835 Town Hall Roof Project sub-committee members. The consensus of the Board is that the Sub-committee members have full voting rights on all issues.</p>
Houghton School Playground	<p>The Board has received complaints about some of the playground equipment at the school. Lee Laflamme has presented the Board with an estimate to replace the chain ladder and to replace/repair the El Slide. After further consideration, the Board has placed an article on the Special Town Meeting Warrant to request funding to make those pieces of playground equipment safe.</p> <p>However, the board suggested to all interested parties that they band together to establish a fundraising mechanism to make further improvements to the playground, as has been done in surrounding communities. They also strongly suggested that fundraised money be set aside to maintain the structures well into the future.</p>
228 Leominster 1-day alcohol permit	<p>After discussion, Selectman Lane moved to approve the one day alcohol permit for 228 Leominster Road to be used on November 2, 2017 from 4PM - 10PM for a Spiritual Medium Party. Selectman Kilcoyne 2nd. Selectman Lane – Aye. Selectman Kilcoyne – Aye. Chairman Cranson – Aye. Motion carried.</p>
Special Town Meeting and STM Warrant	<p>The Special Town Meeting will be Tuesday, November 14th at 6:30 at the school gymnasium. The Selectmen did not vote the warrant, but did approve the current articles on the warrant. They are as follows;</p> <p><u>ARTICLE 1. Approve Payment in Lieu of Taxes for Solar Company</u> <u>ARTICLE 2. Fund Police Union Contract</u> <u>ARTICLE 3. Marijuana Establishments</u> <u>ARTICLE 4.1835 Town Hall Septic Design</u> <u>ARTICLE 5. Butterick Building Basement Office Space Build Out</u> <u>ARTICLE 6.Repairs to the Houghton Playground Structure</u></p>
Location and Time for Elections	<p>The Board will vote on the exact wording of the warrant on October 25, 2017.</p> <p>The Board signed the Warrant for the Special State Primary, Tuesday November 7, 2017. The election will be held from 7:00 Am until 8:00 PM at the Houghton School, 32 Boutelle Road.</p>
Appoint Election Officers	<p>After Discussion, Selectman Lane moved to appoint all Election workers submitted by the Town Clerk (see attached document). Selectman Kilcoyne 2nd. Selectman Lane – Aye. Selectman Kilcoyne – Aye. Chairman Cranson – Aye. Motion carried.</p>
TA Report	<p><u>Town Administrator Report 10/18/17</u></p> <p>Staff: State law allows the Chief Procurement Official to delegate some of the purchasing authority. Sterling has done this before. The Town Administrator proposed an update to the official delegation by allowing department heads to buy up to \$5,000, based on sound practices and the Sterling First policy. After discussion, the Board's consensus was that this is an acceptable practice. Delegations for Police, Fire, COA, Recreation, Library, and Facilities will be sent to the State.</p> <p>Facilities: The Recreation Director has moved into the newly refurbished office in the Butterick Lower Level and the small conference room / employee break room is operational. Thanks to all the staff that contributed money</p>

for the new kitchen appliances and to Maureen for the fall decorations. The rest of the refurbishment of the large space formerly occupied by the COA will involve more work (and cost) than expected:

- Wall partitions to make 4 separate spaces instead of 1 one large space
- Sub flooring due to old rug adhesive and lead paint
- Electrical, IT, and telephone wiring changes to support the 4 office configuration
- Adding a wall, window, and door for the small office / employee break room

Nashoba Valley Town Administrator Collaborative:

This meeting was held at MassDevelopment at Devens. Apparently, there will be about \$30M set aside by the casino legislation for use by local communities. The Collaborative is looking for proposals that could fund regional economic development including master plans. Mr. Perry passed this information along to the Planning Board. Also at this meeting, the Town of Shirley is considering hiring a part time Town Planner. They were informed that Sterling may be interested in a joint solution.

33 Main Street:

Per Gary Griffin's previous statement, work on the exterior painting project is continuing.

Sewer Feasibility Study:

The Town has contracted with MRPC to coordinate this study. They submitted a RFP for technical assistance and will be meeting with the contractor that bid on this project on October 19th at 6:30 PM. Anyone with an interest in this project is welcome to attend.

Special Town Meeting:

This has been the Town Administrator's main focus since the last Selectmen's meeting.

Draft Future Agendas:

11/1/17

- Public hearing with the Assessors on tax classification
- Update from the Historical Commission
- Update from the School Committee and preliminary budget discussion
- Recognition of a Sterling Firefighter

11/2/17

- Budget round table with Wachusett Regional School District and the Selectmen, Fin Com and TA's of the five towns. This will be at the Holden Senior Center at 6:30

11/14/17

- Tuesday at 6:30 Special Town Meeting

11/15/17

- Eagle Scout recognition
- Approve FY 19 budget message and May 2018 ATM schedule

Chairman Cranson reminded the public that there will be no Veteran's Day parade this year. However, a ceremony will be held at the Memorial Park at 11:00 on Nov. 11th.

The DPW is looking for Laborers. Please contact the DPW if interested.

Adjourn

At 8:28 Selectman Lane moved to adjourn the meeting. Selectman Kilcoyne 2nd. Selectman Kilcoyne – Aye. Selectman Lane – Aye. Chairman Cranson – Aye. Motion carried.

Materials: minutes, volunteer applications, designer application form, playground photos and quote, one day alcohol request, draft warrant, draft STM meeting schedule, Primary warrant, TA report.

Selectmen's Meeting Minutes
October 18, 2017

MASTER SHEET for BOS to vote for ELECTION OFFICERS annually. October 18 2017 date voted
By State mandate (in 2014) all must have election training each year (Oct 24th is training date)

Yellow highlighted names are new this year

wages/hr	Election Officers	Names	Address
11.00		Bloom Robert A.	90 S. Nelson Rd
11.00		Boquist Jane D.	6 Sherwood Dr
11.00		Brunetta Jane	18D Riverview Rd
11.00		Comorano Irene	16 Beaman Rd
11.00		Carruthers Robert J.	33 Wiles Rd
11.00		Chalmers Melissa	87 Lake Shore Dr
11.00		Cleury Connie	143 Rowley Hill Rd
11.00		Caughlin Florence	6 Hilltop Rd
11.00		Courville Lois	3 Evergreen Cir
11.00		Cummings Jo-Ann	115 Princeton Rd
11.00		Davidson Christina	192 Beaman Rd
11.00		Dupuis Deborah	73 Redemption Rock Trl
11.00		Fuller Steven C.	3 Tuttle Rd
11.00		Gold Phillip	2 Evergreen Circle
11.00		Gould Barbara	326 Sterling St, C-7
11.00		Greenwood Kathleen M.	61 Holden Rd
11.00		Hallid Utahna	213 Upper N.Row Rd
11.00		Heller Elaine C.	27 Princeton Rd
11.00		Hurlbut Flo	25 Birch Dr
11.00		Horton Nancy	1 Hilltop DR
11.00		Huntoon Carmen	104 Beaman Rd
11.00		Janda Judy	84 Albright Rd
11.00		Long Marjorie	15 Griffin Rd
11.00		Maloney Joyce Chestnut	3 Beaman Rd
11.00		Massa Emma	18 Beaman Rd
11.00		McGuirk Arlene	54 Kendall Hill Rd
11.00		McKenney Anita E.	43 Osgood Rd
11.00		Muckenstrom Judith	3 Osgood Rd
11.00		Nickerson, Jr. Robert L.	1 South Nelson Rd
11.00		O'Reilly Toby	5 Beaman Rd
11.00		Pitman Marilyn	28 Meetinghouse Hill
11.00		Pitman Yancy	117 Osgood Rd
11.00		Pulda Bonnie	31 Flannagan Hill Rd
11.00		Racca Linda	12 Worrester Rd
11.00		Ricci Dominic (student)	50 Bean Rd
11.00		Salluce Donna	16 Holden Rd
11.00		Songer Rebecca (Becky)	105 Marquette St, Gardner 01440
11.00		Taylor Ann	101 Osgood Rd
11.00		Tetu Cassandra (Cassie)	8 Bird St
11.00		Warner Sherry	5B Patriots Way