

TOWN OF STERLING
BOARD OF SELECTMEN
November 15, 2017

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| MEETING: | Chairman Cranson called the Board of Selectmen meeting to order at 6:33 am. Roll Call: Selectman Kilcoyne – Present. Selectman Lane - Present. Chairman Cranson – Present. Eagle Scout, Paul Iradi led the Pledge of Allegiance. |
| Minutes | Selectman Kilcoyne moved to accept the minutes of the November 1, 2017 minutes, as written. Selectman Lane 2 nd . Chairman Cranson – Aye. Selectman Lane – Aye. Selectman Kilcoyne – Aye. Motion carried. Selectman Kilcoyne moved to accept the minutes of the November 8, 2017 sewer feasibility meeting, as written. Selectman Lane 2 nd . Chairman Cranson – Abstained. Selectman Lane – Aye. Selectman Kilcoyne – Aye. Motion carried. |
| Classification Tax Allocation | After discussion, Selectman Kilcoyne moved to sign the proposed Classification Tax Allocation for FY18 as presented by Rebecca Boucher. Selectman Lane 2 nd . Chairman Cranson – Aye. Selectman Lane – Aye. Selectman Kilcoyne – Aye. Motion carried. |
| Chuck Ripa Recognition | The Board publicly commended Charles Ripa, upon his retirement, for his many years of service to the community. The certificate read; <i>For over 30 years you served as head mechanic and later as Assistant Superintendent for the Department of Public Works. Your dedication and superior work ethic made you a valuable employee and a well-respected leader within your Department.</i> <i>The Board of Selectmen wishes to extend to you our deepest appreciation and gratitude for your service and commitment to the community of Sterling.</i> |
| Paul Iradi Eagle Scout Cert. | The Board congratulated Paul Iradi for attaining the rank of Eagle Scout. They presented a certificate that read; <i>For your outstanding Community Service to the Town of Sterling and for your dedication, loyalty and contributions to the Boy Scouts of America, we salute you.</i> |
| Meetinghouse Hill Road Closure | After discussion, Selectman Kilcoyne moved to close the portion of Meetinghouse Hill Road that is located in front of the church, from 3:30 – 5:30 on December 3 rd to accommodate the annual tree lighting ceremony on the common. Selectman Lane – 2 nd . Chairman Cranson – Aye. Selectman Lane – Aye. Selectman Kilcoyne – Aye. Motion carried. |
| Budget message approval and ATM Schedule | After discussion, Selectman Lane moved to approve the proposed budget letters to the Department Heads and to accept the proposed Annual Town Meeting schedule. . Selectman Kilcoyne– 2 nd . Chairman Cranson – Aye. Selectman Lane – Aye. Selectman Kilcoyne – Aye. Motion carried. The Annual Town Meeting will be held on May 7, 2018 and the Elections will be held on May 14 th . |

Selectmen's Meeting Minutes

November 15, 2017

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| Neighbor to Neighbor annual report | Selectman Lane moved to accept the annual Neighbor to Neighbor report which has been approved by the members, Pat Fox, John Kilcoyne, and Joe Sova. It states that seven applications for assistance had been approved over the past year and that the expenditures for these was \$5952.52. As of October 25, 2017, the total in the Fund's account was \$22,201.00. Selectman Kilcoyne 2 nd . Chairman Cranson – Aye. Selectman Lane – Aye. Selectman Kilcoyne – Aye. Motion carried. The Board and Mr. Fox reminded the public that the Fund is Tax Deductible. They thanked the SMLD for supporting the fund with their "Round Up" program, to all those who have made donations throughout the year and to Kevin and Marilyn Beaupre for starting the fund. |
| Reappointments to the Neighbor to Neighbor Fund Committee | <p>According to the Neighbor to Neighbor Fund guidelines, members of the Fund Committee are to be appointed on an annual basis. Therefore, after discussion, Selectman Lane moved to appoint Pat Fox as the Community Representative for the Neighbor to Neighbor Fund for a one year term. Selectman Kilcoyne 2nd. Chairman Cranson – Aye. Selectman Lane – Aye. Selectman Kilcoyne – Aye. Motion carried.</p> <p>Selectman Lane moved to appoint John Kilcoyne as the Board of Selectmen Representative for the Neighbor to Neighbor Fund for a one year term. Chairman Cranson 2nd. Chairman Cranson – Aye. Selectman Lane – Aye. Selectman Kilcoyne – Aye. Motion carried. The Finance Committee has appointed Joe Sova as the Finance Committee member of the Neighbor to Neighbor Fund.</p> |
| 228 one-day License Requests | <p>After discussion, Selectman Lane moved to approve a one-day alcohol request for Paul McNamara at 228 Leominster on December 3rd from 10:00 am – 5:00 pm for a baby shower. Selectman Kilcoyne 2nd. Chairman Cranson – Aye. Selectman Lane – Aye. Selectman Kilcoyne – Aye. Motion carried.</p> <p>After discussion, Selectman Lane moved to approve a one-day alcohol request for Pat Fisher at 228 Leominster on December 15th from 11:00 am – 6:00 pm for a Christmas party. Selectman Kilcoyne 2nd. Chairman Cranson – Aye. Selectman Lane – Aye. Selectman Kilcoyne – Aye. Motion carried.</p> |
| Selectman Lane to ZBA as Alternate | After discussion, Selectman Kilcoyne moved to appoint Selectman Lane as an Alternate for the Zoning Board of Appeals with his term to expire on June 30, 2020. Chairman Cranson 2 nd . Chairman Cranson – Aye. Selectman Lane – Aye. Selectman Kilcoyne – Aye. Motion carried. |
| 33 Main Street | <p>In April of 2015 the Board of Selectmen conducted a public hearing at the Butterick Municipal Building pursuant to Massachusetts General Laws, Chapter 139, Section 1 to determine whether the building, located 33 Main Street in Sterling, posed a public nuisance. At that hearing it was determined that the building was a nuisance and dangerous based on the poor, dilapidated conditions on the exterior of the building which were harmful to the health, safety and welfare of the public. At that time the Board of Selectmen ordered Mr. Griffin to make necessary repairs, which were to commence no later than October 1, 2015, and be completed by October 1, 2016.</p> <p>As of last week, the conditions have been met. The building has been painted. Therefore, after discussion, Selectman Kilcoyne moved to rescind the Notice of Decision on the building at 33 Main Street. Selectman Lane 2nd. Chairman Cranson 2nd. Chairman Cranson – Aye. Selectman Lane – Aye. Selectman Kilcoyne – Aye. Motion carried.</p> |
| PILOT Agreement | At a Special Town Meeting held on November 14 th , the PILOT agreement was approved by the voters. Therefore, Selectman Kilcoyne moved to sign the 20 year P.I.L.O.T. agreement between the Town of Sterling and Origis Energy for their solar project that will be located on the LKQ building, 15-23 |

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| | <p>Chocksett Road. Selectman Lane 2nd. Chairman Cranson – Aye. Selectman Lane – Aye. Selectman Kilcoyne – Aye. Motion carried. The agreement is expected to arrive on November 16, 2017. The Board will come in to sign the agreement.</p> |
| Review Legal Fees | <p>The Board is concerned that the \$60,000.00 FY18 budgeted for legal fees may be exceeded if the Town is not diligent with their use of legal services. Yet to date, the Town has incurred substantial legal fees in regard to Contract negotiations, land disputes and town meeting expenses. Recently, K&P Law has increased their fees for services. The Department heads, Boards and Committees have been and will be further reminded that ALL use of Town Council must be approved through the Town Administrator. It is hoped that with strict stewardship, the budgeted funds will prove to be adequate.</p> |
| Survey and Title research on Town parcels | <p>Selectman Lane has requested that the Board address concerns about private usage of public land/property. After discussion, the consensus of the Board was that they wish to protect the interests of the Town by identifying parcels being used and then negotiating formal agreements with those who have been given permission to use public property. The Town Administrator will draft the release and hold harmless agreements for this purpose.</p> |
| Sign Warrant | <p>The Board signed the Warrant for the Special Election that will take place on December 5th.</p> |
| Vote Polling location and time of election | <p>After discussion, the Selectman Lane moved that the Special State Election for the candidate for Senator in General Court, Worcester & Middlesex District be held on Tuesday, December 5, 2017 from 7:00 am – 8:00 pm at the Houghton School, 32 Boutelle Road. Selectman Kilcoyne 2nd. Chairman Cranson – Aye. Selectman Lane – Aye. Selectman Kilcoyne – Aye. Motion carried</p> |
| Town Administrator's Report | <p><u>Town Administrator Report</u> Schools: The Board received request from the WRSD Superintendent asking for a letter to be sent to the representatives and senators supporting 100% funding of regional transportation reimbursement for all regional schools. Letters will be sent to: Senator Karen Spilka, Chair of Senate Ways and Means (Karen.spilka@masenate.gov) Rep. Jeffrey Sanchez, Chair of House Ways and Means (Jeffrey.sanchez@mahouse.gov) Senator Sonia Chang-Diaz, Senate Chair of Education (Sonia.chang-diaz@masenate.gov) Rep. Alice Peisch, House Chair of Education (Alice.peisch@mahouse.gov) Jennifer L. Flanagan - Senator in General Court Harold P. Naughton, Jr - Representative in General Court</p> |
| Adjourn | <p>Economic Development: In the past, the Town Administrator has mentioned the idea of the development of a brochure that would list the benefits of Sterling for commercial and retail businesses. Lex Thomas has created a marketing and communication proposal that expands upon this idea. Ms. Thomas will present her ideas and fee proposal at the Nov. 27th meeting of the EDC.</p> <p>1835 Building: The ADA Project grant application will be submitted by Friday. If successful, this will fund a large portion of the ADA upgrades required for the building. We should hear in January.</p> <p>With the approval for 5600.00 for the STM article on May 14th, the 1835 Committee would like to proceed with the sewer line location project. Selectman Kilcoyne moved that Ross Perry be allowed to sign off with CABCO Consult Inc. of Lancaster for the investigative septic services at the 1835 Town Hall Building. Selectman Lane 2nd. Chairman Cranson – Aye. Selectman Lane – Aye. Selectman Kilcoyne – Aye. Motion carried</p> |

Facilities:

In order to have a good budget number ready for the FY 19 budget discussions covering the cost of replacing the Butterick HVAC system, The Town Administrator asked D-E Corp, to prepare a scope of services and cost estimate . The Town Administrator wishes to fund this design effort from a reserve fund transfer pending the Board's and Finance Committee's approval. The Board requested solid numbers for costs prior to approval. These numbers will be available at a future meeting.

Special Town Meeting:

The meeting went smoothly on November 14th, largely due to the team effort from Town Hall.

- Kama Jayne, printed the warrants and assembled the motion books
- Dawn Michanowicz and Kathy Farrell, handled the Town Clerk responsibilities, on top of special elections.
- Tom Rutherford, coordinated the setup
- Vicki Smith, put in extensive effort to calculate the retro pay for the police contract.
- Fred Aponte, for driving the free cash certification that made funding the articles easier.
- Harald Scheid, Assessor, expedited the PILOT calculations and helped with the negotiations.
- The Board of Selectmen lent their support.

Contract renewals:

After discussion, Selectman Kilcoyne moved to sign the Regional Collection Program for Household Hazardous Products and Recycling in the West Boylston location. Selectman Lane 2nd. Chairman Cranson – Aye. Selectman Lane – Aye. Selectman Kilcoyne – Aye. Motion carried

After discussion, Selectman Lane moved to sign the Materials Recovery Program Grant, renewal of the \$7500 grant for mattress and box spring recycling. Selectman Kilcoyne 2nd. Chairman Cranson – Aye. Selectman Lane – Aye. Selectman Kilcoyne – Aye. Motion carried

The Lowe family will host a Thanksgiving feast at the Senior Center. Reservations are required.

Veterans and family were honored at a Senior Center luncheon. Some veterans received awards which were presented by Rick Voutour, Sterling's Veteran's Service Office.

Sterling will host a Montachusett Joint Transportation Commission meeting within the next few months. The Town Administrator will contact them to iron out details.

At 8:53, Selectman Lane moved to adjourn. Selectman Kilcoyne 2nd. Chairman Cranson – Aye. Selectman Lane – Aye. Selectman Kilcoyne – Aye. Motion carried