

TOWN OF STERLING
BOARD OF SELECTMEN
May 25, 2017

MEETING: Chairman Cranson called the Board of Selectmen meeting to order at 11:16 am. Roll Call: Chairman Cranson - Present. Selectman Lane - present. Selectman Kilcoyne – Present.

Goals Selectman Lane presented the following;

BOS Goals and Objectives –

Goal #1 – Improve Communication between Town Government and Public.

- Objective 1A – Re-institute town banner in at least one location, preferably two locations.
- Objective 1B – Establish a current town employee as the press liaison responsible for distributing press releases on important town actions/activities.
- Objective 1C – Assure Town activities and town entities are 1.) Aware and 2.) Have access to town variable message boards and other communication tools.

Goal #2 – Establish a proactive economic development/construction/businesses procedure for entities looking to move or develop in Sterling.

- Objective 2A – Initially, assign a current town employee or volunteer as an “ambassador” to help guide prospective developers/builders/businesses.
- Objective 2B – Research and determine best “on-line” expedited permitting process, then present at next ATM for funding.
- Objective 2C – Establish a committee to review pertinent bylaws and recommend changes which would assist in establishing a “friendly” economic development atmosphere for Sterling.

Goal #3 –Establish effective Sterling (town wide) property usage policy.

- The BOS controls all town property and should establish a clear, uniform and concise policy for the use of any town property.
- Objective 3A – Establish definitive ownership of Town Common, to include finding or filing, a proper deed. This task should be assigned to the TA, and the TA should utilize any town employees which may aid him with this objective.
- Objective 3B – Notify, via letter, all persons/entities which may be affected by the usage policy to invite input/comment during the development stage of the policy.

Goal #4 –Establish a path to assure Sterling has a reliable water source for the future.

- Objective 4A – Meet with Water Department to discuss any current plans.
- Objective 4B – Involve the DCR/MWRA, explore Wachusett Reservoir usage.
- Objective 4C- Involve our state representatives to encourage MassDEP to re-assess Sterling’s water withdrawal limits to reflect current (and future) development in Sterling.

Goal #5 – Establish a Town Charter Research Committee

- Objective 5A – Seek qualified candidate volunteers to research the feasibility of establishing a charter for the town. The TA should be the Chair of this committee.
- Objective 5A (1) – If feasible, the committee should establish a plan and timeline for the Charter to be completed, (including Home Rule Petition.) If not feasible document in a report as to why it is not feasible at this time.
- Objective 5B – Have the Committee report, to the BoS, two months prior to the next ATM, their

findings, (and timeline if applicable.)

Selectman Kilcoyne presented the following:

Town Administrator Goals –

- Identify a dependable future water source for the Town
- Investigate Infrastructure Improvements, including Sewer, parking and upgrade property on Main Street
- Assist EDC with their goals
- Develop long range financial plan
- Adopt and implement management letter recommendations
- Improve Town Bond rating
- Improve internal communication
- Schedule Boards and Committees to meet with BOS
- Upgrade overall compensation plan
- Enhance Town Hall customer service and permitting process
- Continue to maintain the selectmen action item list
- Update and implement property usage policy
- Establish a long term strategy and policy for mobile food vendors

Chairman Cranson presented the following;

Town Administrator Goals -

- Improve communication between various Departments, Boards & Committees
- Improvement in navigating the Town's Website
One or two clicks should get users where they need to be. May be a job for IT Committee
- Follow thru on installing WFII in the Schools...someone from IT may already have ideas on the hows & whens in conjunction with the school
- Deciding and completing space issues @ Butterick... by September/October
- Complete the 1835 roofing project
- Make definitive choices regarding what to work on from our Government Study report.
- Implement personnel compensation, steps, grids, reviews.
- Continue to work on 'patchwork zoning'
- Streamline permitting for industrial, commercial as well as home owners
- Potential H2O, sewer etc.
- An MOU with first Church re: Common.
- Work with the EDC and downtown merchants as well as Town Departments to do some follow through on the 'Beautification of Downtown'.

The Town Administrator presented the following as his own goals;

Goal #1 – Implement the Board of Selectmen's Goals

Goal #2 – Financial Planning

- With Finance Committee, Capital Investment Committee, Treasurer Collector and Accountant to establish financial guidelines for Town.
 - Utilize State and local resources to develop best practice account balance targets, debt levels and debt payment limits.

- Audit
- Budget improvements
 - Work with Dept. heads to ensure efficient operating budgets
 - Meet with School administration for long term budget sustainability
 - Review and redefine annual and long term capital plans
 - Implement appropriate financial controls

Goal #3 – Develop additional funding sources

- Research appropriate grants and submit applications for:
 - ADA assistance for 1835 Building
 - Sewer System Feasibility Study
 - Economic Development planning
 - Infrastructure improvements; sewer system; Main Street refresh including parking, sidewalk, and underground utilities
- Community Compact
- Explore Community Preservation Act
- Explore Complete Streets

Goal #4 – Enhance Town Hall 'customer' service'

- Staff each office as appropriate
 - Treasurer collector
 - Human Resources
 - Town Planner
- Expand office coverage
 - Cross train, back up coverage
- New office layout / locations to address internal space requirements and 'customer service'
- Web site refresh and current department postings to improve information for residents and businesses
- Improve communication between Boards and Committees

Goal #5 – Support long term planning

- Explore professional assistance; RPA and/or Town Planner
- Assist work on a new Master Plan, Zoning and Bylaw updates

Goal #6 – Project support

- 1835 Renovation
- Library HVAC
- Prepare design and bid ready documents for Butterick Building HVAC

Through Discussion the following BOS liaison list for FY18 was determined;

Liaisons

- Police/Fire/Emergency Management – Selectman Lane
- DPW/Water/Light – Selectman Lane
- Personnel/Labor Relations/Insurance Advisory Committee – Selectman Kilcoyne
- Finance/Capital/Accounting/Treasury – Selectman Kilcoyne
- Senior Center Building/COA – Chairman Cranson
- Planning Board/ Zoning Board/voting member of the Earth Removal – Selectman Kilcoyne (Note: Rich

Selectmen's Meeting Minutes

May 25, 2017

	<p>Lane will be the Alternate on the Zoning Board)</p> <ul style="list-style-type: none">• Economic Development – Chairman Cranson• Board of Health - Chairman Cranson• Fair Committee – Chairman Cranson• Recreation Committee – Selectman Lane• 1835 Town Hall Committee – Selectman Lane
TA Report	<p>Public Hearings will be held regarding the 61A release requests for both the Justice Hill Road property and the Metropolitan Road property. The hearings will take [place in room 205 of the Butterick Building at 6:45, on the June 14th. Per Selectman Lane's request, the Town Administrator will check with the DCR to see if they are interested in the parcels.</p>
Adjourn	<p>At 12:23 pm Selectman Kilcoyne moved to adjourn. Selectman Lane 2nd. Chairman Cranson - Aye. Selectman Lane - Aye. Selectman Kilcoyne – Aye. Motion carried</p>