

TOWN OF STERLING
BOARD OF SELECTMEN
August 23, 2017

MEETING:	Chairman Cranson called the Board of Selectmen meeting to order at 6:32 pm. Roll Call: Selectman Kilcoyne – Present. Chairman Cranson - Present. Selectman Lane - Present.
Minutes	Selectman Kilcoyne moved to approve the public minutes of August 9, 2017, as written. Chairman Cranson 2 nd . Chairman Cranson – Aye. Selectman Kilcoyne – Aye. Selectman Lane – Abstained. Motion carried.
Public Session	No one spoke at public session.
TA Evaluation	The TA evaluation will take place at the next meeting.
Fair Permits	Selectman Lane moved to approve the following vendor licenses for the Sterling Fair: <ul style="list-style-type: none">• Mary Naylor• Creative Decoration• Bobbie Awtry• Cynthia Patterson• A Twist of Color• Denise Orton• Colette A Shumate-Smith• Wire Design Originals• Nuweeve• Junior novelties• Kelly Samia Photography• Yarino Creations• Wacky Candy Shack• Hill Top Rocks• No. 7 Sawmill• CM Dunbar 13 Studios• Borrowed Talents• Pickford Sales• Runa's Crafts• Baggars Party Selectman Kilcoyne 2 nd . Chairman Cranson – Aye. Selectman Kilcoyne – Aye. Selectman Lane – Aye. Motion Carried. Selectman Lane moved to approve the following Common Victualer licenses for the Sterling Fair: <ul style="list-style-type: none">• Warren Farm and Sugarhouse• Honey ETC• Fudge and Stuff• Severence's Maple Products• Mikes Vending• Plain View Farm Alpacas

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- Hubbards Farm
- Big T's Jerky House
- Nom Nom Hut
- The Candy Shoppe
- Boston Nut Roaster
- LAB Concessions
- Mr. Jack's Catering Service Inc
- Minuteman Kettle Corn
- Sausage and More
- Marco Concessions
- TOP Concessions
- The Linguica Stand
- Ragiki Enterprises
- Sterling Firefighters Assoc
- Gillette Shows
- Chef Koz's Crescent City Kitchen
- Dip and Dots
- Bruisers Barbeque
- Belgian Acres
- Riga Bellos
- Kevin's French Fries

Selectman Kilcoyne 2nd. Selectman Kilcoyne – Aye. Selectman Lane – Aye. Chairman Cranson – Aye. Motion carried.

Driveway permits

Christopher Crowley requested that he be given a driveway permit for 136 Heywood Road. The permit has been approved by the DPW, Fire Department and Building Commissioner. There are no rock walls or shade trees involved in the proposed driveway therefore, the Planning Board's approval was not required. After discussion, Selectman Lane moved to approve the driveway permit for 136 Heywood Road. Selectman Kilcoyne – 2nd.

Selectman Kilcoyne – Aye. Selectman Lane – Aye. Chairman Cranson – Aye. Motion carried.

Ken and Peg Spaulding requested that they be given a driveway permit for 206 Tuttle Road. The permit has been approved by the DPW, Fire Department and Building Commissioner. There are no rock walls or shade trees involved in the proposed driveway therefore, the Planning Board's approval was not required. After discussion, Selectman Lane moved to approve the driveway permit for 206 Tuttle Road. Selectman Kilcoyne – 2nd.

Selectman Kilcoyne – Aye. Selectman Lane – Aye. Chairman Cranson – Aye. Motion carried.

School Lease and Maintenance Agreement

The Board discussed the proposed school lease and maintenance agreement. The new lease defines the "school area" sans the 3 acres that were taken for the Senior Center. The maintenance agreement adjusts fees and establishes that the school will be responsible for mowing and snow removal around the proximity of the building. After consideration and discussion, Selectman Lane moved to approve the school lease and maintenance agreements contingent upon an amendment that stipulates that the lease may be extended only upon mutual written agreement of both the lessor and the lessee. The Town Administrator will make this change in the lease and then submit it for approval by the school. If this change is amenable to the school, the Chairman of the Board has the authority to sign the agreements on behalf of the Board of Selectmen. Selectman Kilcoyne 2nd. Selectman Kilcoyne – Aye. Selectman Lane – Aye. Chairman Cranson –

Aye. Motion carried.

Compensation

The Town Administrator requested that the BOS Executive Assistant be compensated for taking on additional work during the medical leave of absence of the Planning Board Assistant. After discussion, the Board approved a stipend of \$100.00 dollars per week, starting August 1st, 2017 and will continue until the Planning Board Assistant is able to return to work.

Office relocations and Basement Plan

The Board was given a diagram of the proposed layout of the basement area. It was explained that the Recreation department will need space until the 1835 Town Hall roof project has been completed. The Board of Health will be relocated from Room 209 to the basement in order to accommodate their need for additional space. The Accountant will vacate his office, next to the Town Clerk and be relocated in room 209. This will make it possible to expand the Clerk's Office. The facilities Manager will relocate from the Building Commissioner's room to an office in the basement. This will give the Building Commissioner additional space within her office. Extra rooms will be included in the basement for the break room/kitchen and to house future offices. The current break room will provide secure access to the IT and phone circuitry, copy machine and mail machine. After discussion, Selectman Lane moved to approve the submitted plan. Selectman Kilcoyne – 2nd. Selectman Kilcoyne – Aye. Selectman Lane – Aye. Chairman Cranson – Aye. Motion carried.

Town Counsel Policy

A letter was proposed to reiterate to all Boards and Committees that any and all access to Town Counsel must be approved by the Town Administrator, regardless of the fact that some Boards and Committee's have attorney fees built into their budget. After discussion, Selectman Kilcoyne moved to enforce the policy as written and to send the proposed Letter after the letterhead has been updated. Selectman Lane 2nd. Selectman Kilcoyne – Aye. Selectman Lane – Aye. Chairman Cranson – Aye. Motion carried.

TA Report

Schools:

The Town Administrators of the member towns met with Regional School Administration August 23rd. The FY 19 budget round table will be part of the joint multi-town and school administration meeting held at the Sterling Senior Center either the last week of October or first week of November.

The WRSD School Committee is planning to appoint Ezequiel Ayala, a recent Sterling resident to the Audit Advisory Board. He works for the Worcester County Sherriff's Office and has a son in Kindergarten at Houghton Elementary School. At the meeting today it was agreed to coordinate future such appointments with the Town.

Staff:

The Assistant Treasurer may be out for a couple of weeks to address family health issues. She has been continuing to help remotely and alternative arrangements have been made to insure key functions continue without interruption. i.e. payroll.

IT:

The Town web site refresh committee met last week. They will review samples of new designs and work with VTH to include a list of desired features.

Master Plan:

MRPC has a draft proposal to start the master plan effort with work on the following sections.

- Historic and Cultural Resources
- Services and Facilities

Again, this effort is waiting for volunteers and the appointment of a master plan committee.

Hardscrabble Road –The Town has received payment for the property and this effort has come to a close.

Fire Station – Recently, there have been concerns about air quality at the Fire Station. The Facilities Manager

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was able to procure services to monitor the air quality, no cost to the Town. The testing confirmed that there is no problem with air quality at the Fire station.

All Boards Meeting – All Boards and Committees will be invited to attend an ALL BOARDS MEETING on September 18th to Discuss and Co-ordinate FY18 Goals.

At 7:33 Selectman Lane moved to adjourn. Selectman Kilcoyne 2nd. Chairman Cranson – Aye. Selectman Kilcoyne – Aye. Selectman Lane – aye. Motion carried.

Adjourn

Materials: minutes, driveway permits, School Lease and Maintenance agreements, basement plan, letter regarding town counsel access policy