

TOWN OF STERLING
BOARD OF SELECTMEN
June 29, 2016

MEETING:	Chairman Kilcoyne called the meeting to order at 7:04 PM. Roll Call: Selectwoman Cranson - Present. Chairman Kilcoyne – present. Selectman Lane – present.
Minutes	Selectman Lane moved that the June 15, 2016 minutes be accepted as written. Selectwoman Cranson 2 nd . Selectman Lane – Aye. Selectwoman Cranson – Aye. Chairman Kilcoyne- Aye. Motion carried.
Hardscrabble Road	On Saturday, June 18 th the Board of Selectman met with the Conservation Commission to walk the property at 19 Hardscrabble Road. The topic of moving the access road, in order to enhance the salability of the property while still providing access to the back property, will be addressed at the next Conservation Committee meeting. Their proposal will be presented to the Select Board. The Town Administrator, having walked the property on his own, advised the Board that the back of the property is flooded, due to beaver dams. He recommended eliminating the beavers and destroying the dams to reclaim the land, further enhancing the value of the property. The Town Administrator proposed working with Conservation, the Board of Health and the DPW. After further discussion, Selectman Lane moved that the Town Administrator begin the process to eliminate the beavers at the property on 19 Hardscrabble Road, with a \$1500.00 cap on expenses for the endeavor. Selectwoman Cranson 2 nd . Selectman Lane – Aye. Selectwoman Cranson – Aye. Chairman Kilcoyne – Aye. Motion carried.
1835 Town Hall	<p>Mr. Robert Jones of the 1835 Town Hall addressed the Board. He requested that the Board consider the preliminary concept of using the 1835 Town Hall as an art exhibit location. The issues that will need to be addressed:</p> <ul data-bbox="310 1136 1458 1461" style="list-style-type: none">• Negative impact on public use of the building. (The 1835 Town Hall committee has proposed the possibility of creating display walls on wheels, that may be moved in order to keep floor space available for regularly scheduled public/recreational use).• Responsibility of moving the proposed walls to and from their display position• Controversial/inappropriate artistic subject matter• Insurance of art• Lighting for the displays• Fees to use the area• Cost of staff to be in the building during “showing times” <p>If the 1835 Town Hall Committee wishes to pursue this endeavor, the Town Counsel will need to evaluate an updated proposed art exhibit policy, prior to the Select Boards approval.</p> <p>The 1835 Town Hall Committee Members met with the Board of Health and it has been established that it is conceivable for the 1835 Town Hall to hook up with the Fire Stations Septic, as was part of the original plan. Selectwoman Cranson is concerned that the parts that would be needed to accomplish this may not be manufactured any longer. Mr. Jones continues to research the title to the easements that would be required to go ahead with the project and an updated design is necessary. The cost of the design will be \$9,700.00 and property owners will need notification, prior to digging test holes. A town meeting article may be the only way to acquire the funding for the design and implementation, as there are no funds currently budgeted for this project.</p> <p>An updated roof plan design is necessary in order to put the roofing work out to bid. Unfortunately,</p>

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no money is currently budgeted for this expense. Therefore, this request for funds may also need to go to Town Meeting, in the form of an article.

The 1835 Town Hall Committee would like to create a kitchenette area in the building. Mr. Jones reports that the Board of Health has no objections to the idea. Although many of the supplies needed to create a kitchenette have been donated, the project will still require funding. The 1835 Town Hall Committee may further investigate the specifics of placement and proposed costs associated with the kitchenette and bring that information to the Select Board for approval. However, again, Mr. Jones was reminded that no funding, for such expenditures, has been budgeted in fiscal year 2017.

Mr. Jones also asked the Board for permission to name rooms at the 1835 Town Hall after historical figures. The consensus of the board was that they do not feel comfortable making that decision. They suggested that the 1835 Town Hall Committee may hold a Public Hearing for name suggestions.

33 Main Street

On April 30, 2015 The BOS conducted a Public Hearing, regarding the nuisance property at 33 Main Street. At that time, the Board ordered the property owner to make necessary repairs, with a deadline of October 1, 2016. While the property owner submitted a plan of action that would have the buildings safety issues addressed in a timely manner, to date, there has been little or no progress. Therefore, the Board will send a letter to the property owner expressing their displeasure at the lack of cooperation in this matter and to advise the property owner that the deadline is not subject to alteration, no extensions will be granted and if the work is not completed, by the deadline, the Town will commence enforcement action immediately. Selectwoman Cranson moved that the Board send the prepared letter, as written, to Mr. Griffin. Selectman Lane 2nd. Selectman Lane – Aye. Selectwoman Cranson – Aye. Chairman Kilcoyne – Aye. Motion carried.

Letters to
Property
Owners

Selectwoman Cranson will work with the Economic Development Committee to pen an appropriate letter to Route 12 property owners whose property is unkempt or in disrepair. The EDC, with the assistance of the MRPC, is attempting to attract more businesses to Sterling. It is their mission to improve curb appeal within Town. The Committee will research possible incentives for property owners. When the letter has been completed, it will be brought before the Board of Selectmen for final approval prior to mailing.

Senior Center
Director

The Board has received 14 timely resumes for the position of Senior Center Director. The COA has requested that Kevin Beaupre and Jack Chandler be appointed to the Selection committee. The other members are: Deb MacLennan, Liz Pape, Sharon Bloom, Maureen Cranson and Mike Szlosek. After discussion, Selectwoman Cranson moved that Kevin Beaupre and Jack Chandler be appointed to the selection committee for the Senior Center Director. Selectman Lane 2nd. Selectman Lane – Aye. Selectwoman Cranson – Aye. Chairman Kilcoyne – Aye. Motion carried.

Reappointments

After discussion, Selectwoman Cranson moved to approve the attached appointment list with the addition of Charles Madden as a full member of the Council on Aging and Kevin Beaupre as an associate member on the COA. It was noted that both the Moderator, Amrith Kumar endorsed the appointment of Robert Brown for the Capital Committee and Gerald Kokernak for the Finance Committee. The Finance Committee also voted and endorsed both Robert Brown for the Capital Committee and Gerald Kokernak for the Finance Committee. Selectman Lane 2nd. Selectman Lane – Aye. Selectwoman Cranson – Aye. Chairman Kilcoyne – Aye. Motion carried. (See attached)

Keay to OSIC

After discussion, Selectwoman Cranson moved to approve the appointment of Jeffrey Keay to the

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	<p>Open Space Implementation Committee. In order to establish staggered terms, Mr. Keay will be appointed for a one year term to expire 6/30/2017 but will be eligible for re-appointment for a 3 year term at that time. Selectman Lane 2nd. Selectman Lane – Aye. Selectwoman Cranson – Aye. Chairman Kilcoyne – Aye. Motion carried.</p>
One day Licenses	<p>After discussion, Selectman Lane moved to approve the 1 day alcohol licenses for Clearview Farms, 4 Kendall Hill Road, for September 17, 2016, September 24, 2016 and October 9, 2016. Selectwoman Cranson 2nd. Selectman Lane – Aye. Selectwoman Cranson – Aye. Selectman Kilcoyne – Abstain. Motion carried.</p>
Propane Storage Tanks	<p>LKQ Parts Distribution will be occupying and using the buildings at #23 Chocksett Road. They have requested that the Board approve the installation of four 1000 gallon underground propane storage tanks on the property. A permit has been approved by the State Fire Marshall. After discussion with John Manzik of Osterman Propane, the Board was assured that the setback requirements are being met, the Tom Kokernak of the Sterling Fire Department signed off on the permit and certified letters were sent to abutters to apprise them of this evenings meeting. Therefore, Selectman Lane moved that the application for the propane tanks to be installed at 23 Chocksett Road be approved. Selectwoman Cranson 2nd. Selectman Lane – Aye. Selectwoman Cranson – Aye. Selectman Kilcoyne – Aye. Motion carried.</p>
Ambulance Write-offs	<p>Chief David Hurlbut presented the proposed Ambulance Write-offs to the Board. Coastal Medical Billing, Inc has determined that 28,222.47 should be deemed “uncollectible”. After discussion, Selectwoman Cranson moved that the Board approve the recommendation that the \$28,222.47 should be written off as “uncollectible”. Selectman Lane 2nd. Selectman Lane – Aye. Selectwoman Cranson – Aye. Selectman Kilcoyne – Aye.</p>
End of Year Transfers	<p>At the June 28th meeting of the Finance Committee, it was determined that requests for transfers be approved as reserve fund transfers. Therefore, such transfers do not require action by the Board of Selectmen.</p>
Schedule and Process TA review	<p>After discussion, it was decided that the Town Administrator's review will be addressed in public session, Selectman Lane wishes to recuse himself as he feels that he has not been a member of the board long enough to make an appropriate performance evaluation, Finance Committee and Moderator will be asked to submit opinions on Town Administrator's strengths, possible goals and any improvements that they would like to see happen. Both Selectwoman Cranson and Selectman Kilcoyne will submit their evaluations to the Town Administrator in advance of the meeting. The evaluation will take place on July 13th.</p>
TA Report	<p>Veterans Service Agent The agreement that the Town of Sterling has with Clinton Veterans Service Agent will expire on July 1. The Town Administrator will meet with Leominster next week to determine if a suitable agreement can be reached between the two towns. The Veteran's district meeting will take place at 10am on the 7th in the second floor conference room at Leominster City Hall. If an agreement cannot be stuck, Sterling will need to advertise for their own Veteran's Service Officer.</p> <p>Fire Department Roof Sarah Culgin, Sterling Building Commissioner is currently working on the specifics for the Fire Department roof. It is anticipated that she will have completed the specs by next week and then the</p>

the job will go out to bid.

Athenian Society

The Town Clerk, Dawn Michanowicz has received the Athenian Leadership award. The Athenian Society is an elite society of Town Clerks. The Board will send a letter or congratulations to Ms. Michanowicz.

School Assessment

The Town has been notified that the school is proceeding with a 1/12 budget. The proposed budget translates to \$300,000.00 less than what was approved at Town Meeting.

The Board is interested in appointing an IT Committee. The purpose of the committee is to make certain that the town is satisfied with current providers and that the Board can be kept apprised of the best course of action to be taken concerning IT issues, such as Cloud based data storage. The board has several very qualified volunteers and is looking for one more person to round out the committee.

Chairman Kilcoyne attended the meeting at Fort Devens regarding the businesses that have left surrounding towns in favor of Devens. While Devens is a resource for the area, it has created an unequal playing field for surrounding towns by negatively impacting the tax base when they move their business to the Devens Complex. Sterling has currently lost two businesses. Chairman Kilcoyne reports that Mass Development and Chambers of Commerce may join forces to assist negatively impacted towns. While there was no specific proposal, there is a "concept" that may assist towns with their tax base. It deals with reimbursing a certain percentage of the property taxes that were lost when the business vacated, for a yet to be determined number of years. However, nothing specific was decided, in that regard, at the meeting.

The Board is still looking for volunteers to attend the MRPC and MPO and MART meetings to represent the Town of Sterling.

Public Session

No one spoke at public session.

Adjourn

At 9:18, Selectwoman Cranson moved to adjourn. Selectman Lane 2nd. Chairman Kilcoyne – Aye. Selectwoman Cranson – Aye. Selectman Lane – Aye. Motion Carried.

Materials: minutes, Hardscrabble easement plan, 1835 Town Hall policy req., 33 Main nuisance letter, letter to property owners, appointment list, Keay application, One day requests, storage tank application, write off recom.,