

March 14, 2018

The meeting of the Sterling Board of Selectmen was called to order at 6:00 p.m.

Selectmen present-Russell Gray, Lincoln Cooper, and John Firlik.

Staff present-Joyce Gustavson.

Pledge of Allegiance: Everyone stood to recite the Pledge of Allegiance.

Audience of Citizens: None.

Approval of Minutes: J. Firlik made a motion, seconded by L. Cooper to approve the 2/21/2018 public hearing and meeting minutes, and the 2/28/2018 special meeting minutes as presented. All voted in favor of the motion.

Unfinished Business:

**a. North Sterling Road Gravel Bank:** The Zoning Board of Appeals at their meeting held Tuesday, 2/27/2018 voted unanimously in favor of upholding the Official Notice of Violation & Order issued by the Sterling Zoning Enforcement Officer to 12-13 Sterling Associates, LLC on 10/12/2017 for property located at 0 North Sterling Road.

**b. Retrofit Lighting at the Sterling Municipal Building, 1183 Plainfield Pike:** R. Gray reported that Paquette Electric Co. dropped off a revised contract to retrofit the lighting at the Sterling Municipal Building located at 1183 Plainfield Pike. F. Bood, Chairman, Sterling Energy Commission shall review and return the contract to R. Gray for his signature so the contract can be executed. L. Cooper made a motion, seconded by J. Firlik to table this item to the next meeting. All voted in favor of the motion.

**c. Excavation Application for Canterbury Realty, LLC – 76, 92 & 94 Sterling Road:** The public hearing scheduled for Wednesday, 3/7/2018 was cancelled due to inclement weather and has been rescheduled to Wednesday, 3/28/2018 at 6:00 p.m. in Room #15 at the Sterling Municipal Building, 1183 Plainfield Pike, Oneco.

**d. Commission Vacancies (Zoning Board of Appeals):** Derek Anforth has expressed interest in joining the Zoning Board of Appeals. J. Gustavson shall invite him of the next Zoning Board of Appeals meeting. L. Cooper made a motion, seconded by J. Firlik to table this item to the next meeting. All voted in favor of the motion.

New Business:

**a. Consider & Act on Re-appointment of Neil Cook and Peter Rabbitt to (2 yr. term expiring 3/4/20) and John Firlik and Lincoln Cooper to (1 yr. term expiring 3/4/2019) to Water Pollution Control Authority:** R. Gray made a motion, seconded by L. Cooper to re-appoint Neil Cook, 541 Gibson Hill Road, Sterling, CT 06377 and Peter Rabbitt, 200 Church Street, Sterling, CT 06377 to a two (2) year term expiring 3/4/2020 and John Firlik, 61 Jared Hall Hill Road, Sterling, CT 06377 and Lincoln Cooper, 420 Porter Pond Road, Moosup, CT 06354 to a one (1) year term expiring 3/4/2019 to the Sterling Water Pollution Control Authority. All voted in favor of the motion.

**b. Consider & Act on Re-appointment of Tammy Rose and Dan Currier to (1 yr. term expiring 3/6/2019) and Anthony Tran and Alternate Luigi Vergato to (3 yr. term expiring 3/6/2021) to Recreation Authority:** J. Firlik made a motion, seconded by L. Cooper to re-appoint Tammy Rose, PO Box 79, Oneco, CT 06373 and Dan Currier, 284 Gibson Hill Road, Sterling, CT 06377 to a one (1) year term expiring 3/6/2019 and Anthony Tran, 6 Mechanic Street, Moosup, CT 06354 and Alternate Luigi Vergato, 194 Gibson Hill Road, Sterling, CT 06377 to a three (3) year expiring 3/6/2021 to the Sterling Recreation Authority. All voted in favor of the motion.

**c. Consider & Act on Re-appointment of Verna Cole, Joyce Jordan, Alternate Robert Zavistoski, and Alternate Katie Hermonot to (2 yr. term expiring 3/12/2020) and Alternate Howard Hopps to (1 yr. term expiring 3/12/2019) to Agricultural Commission:** L. Cooper made a motion, seconded by J. Firlik to re-appoint Verna Cole, 27 Ekonk Hill Road, Moosup, CT 06354, Joyce Jordan, 1015 Gibson Hill Road, Sterling, CT 06377, Alternate Robert Zavistoski, PO Box 81, Sterling, CT 06377 and Alternate Katie Hermonot, 227 Ekonk Hill Road, Moosup, CT 06354 to a two (2) year term expiring 3/12/2020 and Alternate Howard Hopps, 148 Pine Hill Road, Sterling, CT 06377 to a one (1) year term expiring 3/12/2019 to the Sterling Agricultural Commission. All voted in favor of the motion.

**d. Request of Refund of Excess Tax Payments – Acar Leasing, Ltd.,-\$198.30 and John & Jenna Aldrich-\$200.00:** J. Firlik made a motion, seconded by L. Cooper to approve the request for refunds to 1) Acar Leasing, LTD, 4001 Embarcadero Drive, Arlington, TX 76014 for \$198.30 and 2) John & Jenna

Aldrich, 143 Main Street, Sterling, CT 06337 (payable to LeReta, LLC, ATTN: Central Refunds, 1123 Park View Drive, Covina, CA 91724) for \$200.00. All voted in favor of the motion.

**e. Consider & Act on Administrative and Technical Support for the Town's Small Cities Program Income Housing Rehabilitation Loan Program Bids:** The Board of Selectmen received the following bid for Administrative and Technical Support for the Town's Small Cities Program Income Housing Rehabilitation Loan Program: A&E Services Group, LLC in the amount of \$90.00 per hour to provide administrative and technical support relevant to the Town's Small Cities Program Income Housing Rehabilitation Loan Program. J. Firlik made a motion, seconded by L. Cooper to award the bid for administrative and technical support services relevant to the Town's Small Cities Program Income Housing Rehabilitation Loan Program to A&E Services Group, LLC, 145 Brooks Hill Road, Wolcott, CT 06716 in the amount of \$90.00 per hour. All voted in favor of the motion.

**f. Discussion Regarding Shared Assessor with Voluntown:** R. Gray reported that the Town of Voluntown cannot share our Assessor. As stated in their Policy and Procedure Handbook, the assessor must be certified.

**g. Discussion Regarding Payroll Services for Sterling Municipal Employees:** Marcia Marien of O'Connor Davies has provided the Town with the names of three (3) payroll companies. Interviews are scheduled for Monday, 3/19/2018 starting at 5:30 p.m. with ADP Payroll Services, Paychex Company and Complete Payroll Solutions. R. Gray reported that he met with Cathy Tendrich, Plainfield's First Selectperson and she recommends Common Sense Payroll, LLC. An interview is scheduled for Wednesday, 3/21/2018 at 5:30 p.m. All interviews shall be held in Room #15 at the Sterling Municipal Building, 1183 Plainfield Pike, Oneco.

**h. Upgrades to Sanitary Sewer Pump Station:** R. Gray reported that Robert Wittenzellner of WhiteWater, Inc. referred the Town to Blake Equipment Company regarding the upgrade to the sanitary sewer pump station. R. Gray received a written quote, dated 2/23/2018 from Blake Equipment Company in the amount of \$399,928 including labor, equipment and materials to replace piping, pumps, controls, and to move the electrical items from inside of the bottom of the dry well to above ground. L. Cooper made a motion, seconded by J. Firlik to refer a request to the Board of Finance not to exceed \$500,000 to upgrade the sanitary sewer pump station. All voted in favor of the motion.

**i. Resignation of Penny Keith, Treasurer:** R. Gray reported that he received a memo from Penny Keith, Treasurer, dated 3/1/2018 stating, "I am glad to have served the people of Sterling for thirty years, first as assessor and then treasurer. It is with mixed feelings, therefore, that I submit my letter of resignation. If it is acceptable, I plan for July 5, 2018 to be my last day". L. Cooper made a motion, seconded by J. Firlik to accept P. Keith's resignation as treasurer with regrets. All voted in favor of the motion.

**j. Executive Session – Personnel Matters:** L. Cooper made a motion, seconded by J. Firlik to enter into executive session at 6:20 p.m. and to include Administrative Assistant, J. Gustavson to discuss personnel matters. All voted in favor of the motion. Executive session ended at 6:30 p.m. and no motions were made during executive session.

L. Cooper made a motion, seconded by J. Firlik to advertise for a Business Manager/Treasurer. All voted in favor of the motion.

Any Other Business: R. Gray reported that Call Before You Dig (CBYD) is updating their 2018 annual registration. R. Gray shall remain as the operation contact and would like to add Lincoln Cooper as the alternate contact. The information is requested pursuant to CBYD regulatory mandates enforced by the State of Connecticut Public Utilities Regulatory Authority (PURA). It is the consensus of the Board of Selectman to add Lincoln Cooper as the alternate contact.

Adjournment: L. Cooper made a motion, seconded by R. Gray to adjourn at 6:38 p.m. All voted in favor of the motion.

Attest: \_\_\_\_\_  
Joyce A. Gustavson, Recording Secretary