

April 4, 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: L. Cooper made a motion, seconded by J. Firlik to approve the 3/14/2018 meeting minutes, the 3/19/2018 and 3/26/2018 special meeting minutes, and the 3/28/2018 public hearing and special meeting minutes as presented. All voted in favor of the motion.

J. Firlik made a motion, seconded by L. Cooper to move New Business, Item a. ahead of Unfinished Business. All voted in favor of the motion.

New Business:

**a. Executive Session – Personnel Matters:** J. Firlik made a motion, seconded by L. Cooper to enter into executive session at 6:02 p.m. and to include Administrative Assistant, J. Gustavson to discuss personnel matters. All voted in favor of the motion. Executive session ended at 6:16 p.m. and no motions were made during executive session.

Unfinished Business:

**a. Retrofit Lighting at the Sterling Municipal Building, 1183 Plainfield Pike:** R. Gray reported that the contract has been signed and the retrofit should be completed by the end of May. L. Cooper made a motion, seconded by J. Firlik to table this item to the next meeting. All voted in favor of the motion.

**b. Commission Vacancies (Zoning Board of Appeals):** No new information. 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. Consider & Act on Payroll Service for Sterling Municipal Employees:** The Board of Selectmen received the following bids for a payroll service for Sterling Municipal Employees: 1) ADP, \$3,611.70 for weekly payroll; \$3,091.70 for biweekly payroll; 2) Common Sense, \$3,227.00 for weekly payroll; \$2,044 for biweekly payroll; 3) Complete Payroll, \$4,032.00 for weekly payroll; \$2,407.00 for biweekly payroll. All quotes include processing payroll for twenty (20) employees, quarterly filing, an additional charge per paycheck over twenty (20) and the processing of approximately sixty (60) W2s. R. Gray reported that he received an email dated 4/4/2018 from Marcia Marien, of O'Connor Davies, comparing the three payroll service quotes. ADP is running a promotion for four (4) free months if you set up by 4/19/2018. As they are not the lowest bidder, it was suggested to reach out to them and ask them to reduce their fees by \$416 per year. R. Gray also reported that he contacted Nicole Scalise of ADP and she will send a revised proposal reducing the annual price from \$3,611.70 to \$3,195.70. L. Cooper made a motion, seconded by J. Firlik to award the bid for a payroll service for Sterling Municipal Employees to ADP, 1 ADP Plaza, Milford, CT 06460 for weekly payroll service, including four (4) months at no cost to the Town, in the amount of \$3,195.70. All voted in favor of the motion.

**d. Special Town Meeting to Approve the Expenditure not to Exceed \$500,000 from the Town's General Fund Balance to the Sewer Authority for Safety Upgrades and Maintenance Repairs:** The Special Town Meeting is scheduled for Wednesday, 4/11/2018 at 6:30 p.m. at the Sterling Municipal Building, Room #15, 1183 Plainfield Pike, Oneco, CT to vote to approve the expenditure not to exceed \$500,000 for safety upgrades and maintenance repairs to the Sanitary Sewer Pump Station located at 304 Sterling Road, Sterling, CT.

**e. Special Town Meeting for Annual Report:** The Annual Town Meeting is scheduled for Wednesday, 4/25/2018 at 6:00 p.m. in Room #15 at the Sterling Town Hall Municipal Building, 1183 Plainfield Pike, Oneco, CT to act on the reports of the town, authorize borrowing for the ensuing year, and designate banks for town depositories.

New Business cont'd:

**a. Executive Session – Personnel Matters:** This item was addressed at the beginning of the meeting.

**b. Request of Refund of Excess Tax Payments – Joseph & Valerie Wesson-\$6.00:** L. Cooper made a motion, seconded by J. Firlik to approve the request for refund to Joseph & Valerie Wesson, PO Box 42, Oneco, CT 06373-0042 for \$6.00. All voted in favor of the motion.

**c. 2018-2019 Proposed Selectmen’s Budget:** The budget was reviewed and discussed. The Board of Selectmen’s proposed 2018-2019 budget will be presented to the Board of Finance on Wednesday, 4/11/2018 at 7:00 p.m. in Room #15, at the Sterling Municipal Building, 1183 Plainfield Pike.

**d. 2018-2019 Local Capital Improvement Plan (LoCIP):** The current balance for the 2018-2019 Local Capital Improvement Plan (LoCIP) is \$369,282.02, which includes the 2018 entitlement amount of \$76,873.00. The plan will be presented to the Board of Finance on Wednesday, 4/11/2018 at 7:00 p.m., in Room #15, at the Sterling Municipal Building, 1183 Plainfield Pike. J. Firlik made a motion, seconded by L. Cooper to accept the report as presented. All voted in favor of the motion.

**e. Resignation of Howard Hopps from Sterling Agricultural Commission:** R. Gray reported that he received an email dated 3/19/2018 from Howard Hopps stating “effective immediately, I resign from the Sterling Agricultural Commission” (copy on file). L. Cooper made a motion, seconded by J. Firlik to accept Howard Hopps’ resignation from the Sterling Agricultural Commission with regrets. All voted in favor of the motion.

**f. Excavation Application for Tilcon Connecticut, Inc. for 0 Sterling Road (Route 14):** Provost & Rovero, Inc. submitted an application on behalf of Tilcon Connecticut, Inc., for property located at 0 Sterling Road (Route 14) to remove approximately 1.46 million cubic yards of sand/gravel from 34 +/- acres. Sterling Inland Wetland and Watercourses Commission at their meeting held 3/22/2018 voted to renew Tilcon’s Inland Wetland Permit for excavation of sand and gravel for five (5) years, expiring 3/26/2023. J. Firlik made a motion, seconded by L. Cooper to refer the Excavation Ordinance Application for Tilcon Connecticut, Inc., for property located at 0 Sterling Road (Route 14) to the Planning & Zoning Commission for review. All voted in favor of the motion.

Any Other Business: None.

Adjournment: L. Cooper made a motion, seconded by R. Gray to adjourn at 6:30 p.m. All voted in favor of the motion.

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