

July 7, 2021

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

Selectmen present-Lincoln Cooper, Peter Rabbitt, and David Shippee.

Staff present-Joyce Gustavson.

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

Audience of Citizens: None.

Approval of Minutes: D. Shippee made a motion, seconded by P. Rabbitt to approve the 6/9/2021 meeting minutes as presented. All voted in favor of the motion.

Correspondence: None.

Unfinished Business:

**a. Commission Vacancies (Economic Development Commission, Inland Wetland & Watercourses Commission, Northeast District Department of Health, Planning & Zoning Commission, Water Pollution Control Authority, and Zoning Board of Appeals):** D. Shippee made a motion, seconded by P. Rabbitt to table this item to the next meeting as there are no candidates. All voted in favor of the motion.

**b. Discussion Regarding Vendor for Fixed Assets:** J. Gustavson reported that Thomson Reuters, Professional Software and Services offers comprehensive fixed asset and depreciation accounting software. The cost would be \$2,135 to purchase the software; \$635 for the license; and \$835 for one (1) year of training for three (3) people. D. Shippee made a motion, seconded by P. Rabbitt to purchase the comprehensive fixed asset and depreciation accounting software from Thomson Reuters, Professional Software and Services, 6300 Interfirst Drive, Ann Arbor, MI 48108 in the amount of \$2,135 to purchase the software; \$635 for the license; and \$835 for one (1) year of training for three (3) people for a total of \$3,605. All voted in favor of the motion.

**c. Discussion Regarding Generator Located at Sterling Municipal Building, 1183 Plainfield Pike:** L. Cooper reported that AC/DC Industrial Electric, LLC serviced the generator at the Town Municipal Building, 1183 Plainfield Pike and reported that the generator needs a radiator. The generator continues to perform weekly tests but would probably not run for the entirety of a storm. Charlie Carroll of AC/DC will contact L. Cooper with the cost and availability of repairing/replacing the radiator. P. Rabbitt made a motion, seconded by D. Shippee to table this item to the next meeting. All voted in favor of the motion.

New Business:

**a. Approval of Bills:** P. Rabbitt made a motion, seconded by D. Shippee to approve the bills for 6/23/2021 in the amount of \$73,409.98 and 6/30/2021 in the amount of \$68,930.99. All voted in favor of the motion.

**b. Consider & Act on Proposal to Power Wash, Paint 2 Exterior Doors (Inside and Out), 14 Lentils, Overhang Above Gym Doors, and Repair and Paint 50' of Soffit – Sterling Municipal Building, 1183 Plainfield Pike:** L. Cooper reported that he solicited bids from, F. Chase Painting, R&R Painting, and RWB Construction. F. Chase Painting and R&R Painting did not submit bids. Robert Battey of RWB Construction submitted a bid in the amount of \$6,200 to power wash two (2) gables, columns, soffit and overhang above the gym doors, purchase paint for doors, paint two (2) exterior doors (inside and out), fourteen (14) lentils above the windows, overhang above gym doors and repair and paint fifty (50) feet of soffit. P. Rabbitt made a motion, seconded by D. Shippee to award the proposal to Robert Battey of RWB Construction, 238 Calvin French Road, Sterling, CT 06377 in the amount of \$6,200 pending Board of Finance approval to power wash two (2) gables, columns, soffit and overhang above the gym doors, purchase paint for doors, paint two (2) exterior doors (inside and out), fourteen (14) lentils above the windows, overhang above gym doors and repair and paint fifty (50) feet of soffit at the Sterling Municipal Building, 1183 Plainfield Pike. All voted in favor of the motion.

**c. Consider & Act on Proposal to Replace Fire Alarm System – Sterling Municipal Building, 1183 Plainfield Pike:** L. Cooper reported that Kevin Kozaczka of Venture Communications & Security, LLC submitted two (2) proposals to the Board of Selectmen addressing the faulty fire alarm system at the Sterling Municipal Building, 1183 Plainfield Pike; Option 1 is for a full system

replacement and upgrade to the existing fire alarm system in the amount of \$18,895 and Option 2 is to replace and upgrade the existing fire alarm panel in the boiler room and in the main air lock area and gym horn strobe in the amount of \$7,025. Discussion was held and due to the age of the fire alarm system, it is the consensus of the Selectmen to replace and upgrade the entire fire alarm system which includes smoke alarms and duct work. D. Shippee made a motion, seconded by P. Rabbitt to award the proposal to Kevin Kozaczka of Venture Communications & Security, LLC, 321 Main Street, Danielson, CT 06239 in the amount of \$18,895 pending Board of Finance approval to replace the entire fire alarm system at the Sterling Municipal Building, 1183 Plainfield Pike. All voted in favor of the motion.

**d. Consider & Act on Driveway Construction Permit for 357 Pine Hill Road:** Andrew Kausch of A. Kausch & Sons, LLC submitted an application for a driveway construction permit dated 7/7/2021 for property located at 357 Pine Hill Road. D. Shippee made a motion, seconded by P. Rabbitt to approve application #21-03 for a driveway construction permit for property located at 357 Pine Hill Road. All voted in favor of the motion.

**e. Building Permit from American Mobile Homes, Inc. Requesting to Place a Temporary Mobile Home on the Property of Earl Martel, 345 Main Street:** J. Gustavson reported that she received a building permit from American Mobile Homes, Inc. requesting to place a temporary mobile home on the property of Earl Martel, 345 Main Street. Mr. Martel had a garage fire on 1/14/2021 and the home suffered fire damage and is not habitable. The mobile home on the property will not exceed six (6) months from the date of placement. D. Shippee made a motion, seconded by P. Rabbitt to authorize pursuant to Section 7 of the Mobile Parks and Trailer Ordinance of the Town Sterling, the issuance of a Temporary Permit for Occupancy of a trailer or a mobile home at 345 Main Street subject to the following prerequisites and conditions: 1) The permit will be issued once written approval of the Town Health Office is received pursuant to section 3 of said ordinance, and 2) this authorized temporary permit shall terminate upon the issuance of a Certificate of Occupancy for the dwelling to be erected upon said property or the end of six (6) months from the date of this authorization whichever shall occur first. All voted in favor of the motion.

**f. Resignation of Donald Buell, Emergency Management Director:** L. Cooper reported that the Board of Selectmen received a letter from Donald Buell, Emergency Management Director, dated 6/17/2021 stating, in part...“Regretfully, I find myself having to resign as the Town’s Emergency Management Director effective ASAP due to health reasons”... “I look forward to assisting during crisis if needed in the future. Thank you for letting me serve the town for over ten years” (copy on file). D. Shippee made a motion, seconded by P. Rabbitt to accept D. Buell’s resignation as Emergency Management Director with regrets. All voted in favor of the motion.

Any Other Business to Come Before the Board of Selectmen: 1) **Time Clock:** P. Rabbitt discussed the need to install a time clock at the Highway Garage, 215 Main Street as we now have four (4) highway employees and a new mechanic starting soon. Discussion was held on whether time clocks should be installed for all Town Hall Municipal employees. It was the consensus of the Board of Selectmen to research this matter further. 2) **Bus Mechanic:** L. Cooper reported that Hunter Wood expressed interest in working with the Town as a bus mechanic. A meeting was held with H. Wood and Kim Gunn, Transportation Director to see if a schedule could be worked out. It was the consensus of the Board of Selectmen to offer H. Wood the bus mechanic position and give him until Wednesday, July 14<sup>th</sup> to accept or reject the position. Anticipated start date shall be Thursday, July 15, 2021. P. Rabbitt made a motion, seconded by D. Shippee to table this item to the next meeting. All voted in favor of the motion.

Adjournment: D. Shippee made a motion, seconded by L. Cooper to adjourn at 6:46 p.m. All voted in favor of the motion.

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