

The Special Town Meeting of May 21, 2025, was called to order at 7:00 pm by Lincoln Cooper. A motion was made by Jack Joslyn and seconded by Neil Delmonico to have L. Cooper serve as moderator.

There were no other nominations. All in favor.

The Clerk read the warning.

A motion was made by N. Delmonico and seconded by Russell Bonner to approve Item #1 to amend Section 7, Article 1 of the Code of Ordinances to include changing the name of the Development & Industrial Commission to the Economic Development Commission, reducing the number of regular members Commission, creating two alternate member positions, and establishing staggered five-year terms. L. Cooper asked for any questions. N. Delmonico asked why the name was changing now when it has been known as the Economic Development Commission for a number of years now? L. Cooper said that it was an oversight that had recently come to light and that we were doing it now to ensure it was done correctly and legally. A motion to move the question was made by N. Delmonico and seconded by Peter Grillo.

The motion passed. The amended Ordinance will follow these minutes.

A motion was made by P. Grillo and seconded by N. Delmonico to approve Item #2 to amend Section 7, Article V of the Code of Ordinances to include adding 6 advisory/alternate members to the Family Day Committee and establishing staggered five-year terms. L. Cooper explained that they have always had unofficial advisors through the years but making them official advisory/alternate members would assist in making sure that they would have a quorum at each meeting and giving the Committee five-year staggered terms moving forward would make sure that we never had a large number of members' terms ending at one time. A motion to move the question was made by P. Grillo and seconded by R. Bonner.

IN FAVOR - 5                    OPPOSED - 0                    ABSTAIN - 0

The motion passed. The amended Ordinance will follow these minutes.

A motion was made by N. Delmonico and seconded by P. Grillo to approve item #3 to amend Chapter 171 of the Code of Ordinances to establish revised fees for land use applications. L. Cooper asked if there were any questions. P. Grillo asked if it would affect the fees he had already paid regarding the recently completed subdivision of his property from one lot to two lots. He was told it wouldn't be retroactive, and it was believed that the fees he was referring to weren't affected by these changes. A motion to move the question was made by P. Grillo and seconded by N. Delmonico.

The motion passed. The amended Ordinance will follow these minutes.

A motion was made by N. Delmonico and seconded by P. Grillo to approve item #4 to amend the Code of Ordinances by adding a new section allowing the Town, in accordance with the provisions of CGS Section 7-157, to publish summaries of ordinances adopted by the Town's legislative body in lieu of publishing the full ordinances. L. Cooper asked that the Town Clerk

(Continuation of May 21, 2024 Special Town Meeting)

explain what we were trying to accomplish with this new ordinance. Heather George explained that this ordinance would give the Town permission to publish summaries of any new or amended ordinance in the local paper rather than the entire ordinances in order to save money on printing costs for any future Ordinances or Amendments rather than having to ask permission to do so every time one is approved. A motion to move the question was made by P. Grillo and seconded by R. Bonner.

IN FAVOR – 5

OPPOSED – 0

ABSTAIN – 0

The motion passed. The new Ordinance will follow these minutes.

A motion was made by P. Grillo and seconded by N. Delmonico to approve Item #5 to allow, in accordance with the provisions of CGS Section 7-157, a summary of each amended or new ordinance approved by this town meeting to be published in lieu of publishing the full amended or new ordinances. Being no discussion, a vote was taken.

IN FAVOR – 5

OPPOSED – 0

ABSTAIN – 0

A motion was made by N. Delmonico and seconded by P. Grillo to approve item #6 to approve the transfer of \$275,000 from the general fund cash surplus into the capital reserve fund for road repair and improvements. L. Cooper explained that due to not being able to do any of the road repair and improvements in the previous year, more work is needed this year. We were able to secure a grant from Town Aid Road (TAR) in the amount of \$164,681.00, and when it was added to the \$200,000.00 already in the budget and the LOCIP funds of \$59,912.00 and took away \$100,000 to keep in reserve for incidental repairs needed throughout the year, we still fell short of the \$594,124.00 needed to do the scheduled work. \$275,000 would cover the difference, with approximately \$5,000 extra to cover any unexpected expenses that may occur. A Motion was made to move the question by P. Grillo and seconded by N. Delmonico.

IN FAVOR – 5

OPPOSED – 0

ABSTAIN – 0

A motion was made by Neil Delmonico and seconded by P. Grillo to adjourn. All in favor.

Meeting Adjourned at 7:19 pm.

ATTEST: Heather R. George  
Town Clerk

**DRAFT OF  
MAY 5, 2025**

**ORDINANCE AMENDING CHAPTER 7, ARTICLE I  
OF THE CODE OF ORDINANCES**

Be it ordained by the legal voters of the Town of Sterling and those property owners qualified to vote in Town Meetings pursuant to Section 7-6 of the Connecticut General Statutes that Chapter 7, Article I of the Code of Ordinances of the Town of Sterling shall be repealed as of the end of the day on June 30, 2025, and the following shall be substituted in lieu thereof:

**ARTICLE I**  
**Economic Development Commission**  
[Adopted \_\_\_\_\_]

**§ 7-1. Statutory authority; establishment.**

- A. The Development and Industrial Commission, which was established by an ordinance adopted on September 13, 1962, is abolished. However, all official decisions of the Development and Industrial Commission made prior to that time shall have the same validity thereafter as though the decisions were made by the Economic Development Commission established hereunder. Any such decisions that may lawfully have been modified or rescinded by the Development and Industrial Commission may be modified or rescinded by the Economic Development Commission.
- B. The Town of Sterling accepts the provisions of C.G.S. § 7-136, as it may be amended, and establishes an Economic Development Commission to commence and take office on July 1, 2025. The heading of Chapter 7, Article I of the Code of Ordinances shall be changed from Development and Industrial Commission to Economic Development Commission. The purpose of the Economic Development Commission shall be to promote the development of business and industrial resources for the Town of Sterling.
- C. The Economic Development Commission shall conduct research into the economic conditions and trends in the Town of Sterling, shall make recommendations to appropriate officials and agencies of the Town regarding action to improve its economic condition and development, shall seek to coordinate the activities of and cooperate with unofficial bodies organized to promote such economic development and may advertise and may prepare, print and distribute books, maps, charts and pamphlets which in its judgment will further its official purposes.
- D. The Economic Development Commission shall annually prepare and transmit to the legislative body of its municipality a report of its activities and of its recommendations for improving such economic conditions and development.

**§ 7-2. Membership; appointment.**

The Economic Development Commission shall be composed of eight (8) members and two (2) alternate members, each of whom shall be appointed by the Board of Selectmen in accordance with § 7-3, below. Five members shall constitute a quorum. The chair may appoint an alternate to serve in place of any absent regular member or in the event of a vacancy in any regular member position. Alternates should be selected in rotation to the extent practicable.

**§ 7-3. Terms of members.**

On or after July 1, 2025, the Board of Selectmen shall appoint one member for a term to expire on June 30, 2026, one member for a term to expire on June 30, 2027, two members for a term to expire on June 30, 2028, two members for a term to expire on June 30, 2029, and two members for a term to expire on June 30, 2030. The Board shall also appoint two (2) alternate members, each for a term to expire on June 30, 2030. Upon the expiration of the term of appointment of any member or alternate, the Board of Selectmen shall make a new appointment, or shall reappoint the same member or alternate, for a new term of five years commencing on the day after the expiration of the previous term. If the position of any member or alternate should become vacant before the expiration of the term for which that member or alternate was appointed, the Board of Selectmen shall appoint a member or alternate to complete that existing term.

## Chapter 7. Boards, Commissions and Committees

### Article V. Family Day Committee

[Adopted 9-1-2006]

#### § 7-26. Establishment; appointment; membership; terms.

A.

The Committee shall consist of fifteen (15) regular (voting) members and no more than six (6) advisory/alternate members, each of whom shall be appointed by the Board of Selectmen.

B.

Notwithstanding any contrary provisions of the initial Ordinance Establishing a Family Day Committee, which ordinance became effective on September 1, 2006, the terms of appointment of all members serving on the Committee as of January 1, 2025, shall expire on June 30, 2025. The Board of Selectmen shall appoint fifteen regular members to serve on the Committee for terms beginning on July 1, 2025. Those initial terms of appointment shall expire as follows: five terms shall expire on December 31, 2027; five terms shall expire on December 31, 2029; five terms shall expire on December 31, 2030. Following the initial terms, each regular member shall be appointed or reappointed for a term of five years, each such term to commence upon the day immediately following the day on which the previous term expired, the intention being to cause five of the 15 terms of office to expire every one or two years.

C.

Eight regular members of the Committee shall be needed to establish a quorum for voting purposes except that one or more advisory/alternate members may be counted toward a quorum if fewer than eight regular members are in attendance.

D.

The Board of Selectmen may appoint up to six advisory/alternate members to the Committee. The Board may set the term of any such advisory/alternate member to commence on any day, provided, however, that each such term shall be set to expire on December 31 of the year next following the year of such appointment. Advisory/alternate members shall have the right to participate in any meetings of the Committee but shall not have the power to vote on any matter unless the presence of such advisory/alternate member is needed to establish a quorum. In any such instances, the Chairman may designate as many advisory/alternate members to vote as are needed to constitute a quorum of eight.

E.

The Board of Selectmen may fill vacancies in any position only for the balance of the term for which the vacant position was or may have been previously filled. The Board of Selectmen may, for good cause, terminate the membership of any person on the Commission and replace that person with another for the balance of the relevant term. Good cause shall include, but shall not be limited to, frequent absences from Commission meetings.

#### § 7-27. Meetings.

The Commission shall meet as often as it deems necessary.

## § 7-28. Election of officers.

At the first meeting of the Commission held on or after July 1, 2025, the Commission members shall elect a Chairman and Vice Chairman for a term of office to expire on December 31, 2026. The Commission shall thereafter elect a Chairman and Vice Chairman for subsequent one-year terms of office (each to commence on January 1 and expire on December 31) at the last regularly scheduled meeting of the Commission prior to the expiration of the terms of office of the current Chairman and Vice Chairman. If the position of Chairman or Vice Chairman should become vacant for any reason, the Commission shall elect a replacement for the balance of the relevant term as soon as possible after the vacancy occurs. The Vice Chairman shall act in place of the Chairman whenever the Chairman is absent or the Chairman's position is vacant. If the Commission should fail to elect a Chairman or Vice Chairman in accordance with this section, the Board of Selectmen may appoint such office for the relevant term.

## § 7-29. Powers and duties.

The Family Day Committee shall be an advisory committee to the Board of Selectmen. The powers and duties of the Family Day Committee shall be as follows:

- A.
  - To plan, organize, assemble and conduct appropriate activities for the Town of Sterling's annual Family Day celebration.
  - B.
    - By January 31 of each year, to prepare and deliver to the Board of Selectmen:
      - (1) A written report on the Family Day activities of the prior year;
      - (2) Make any recommendations the Committee may deem desirable to the Board of Selectmen for future Family Day activities; and
      - (3) Prepare a proposed budget for the Family Day celebration to be included in the Board of Selectmen's budget recommendations to the Board of Finance.
    - C.
      - To make such expenditures as may be approved by the Board of Selectmen in carrying out the foregoing duties.

**ORDINANCE AMENDING CHAPTER 171, ARTICLE I  
OF THE CODE OF ORDINANCES**

Be it ordained by the legal voters of the Town of Sterling and those property owners qualified to vote in Town Meetings pursuant to Section 7-6 of the Connecticut General Statutes that Chapter 171, Article I of the Code of Ordinances of the Town of Sterling shall be repealed as of the end of the day on June 30, 2025, and the following shall be substituted in lieu thereof:

**ARTICLE I  
Land Use Applications**

**§ 171-1. Authorization and purposes.**

- A. To establish a schedule of fees, pursuant to C.G.S. §§ 8-1c, that requires land use applicants to fund the actual municipal administrative costs of reviewing, evaluating, processing and monitoring land use applications, and ensures that fees do not cause applicants to subsidize municipal expenses not directly attributable to reviewing, evaluating and processing land use applications.
- B. To establish a schedule of fees for reviewing, evaluating, and processing land use applications based on the costs the Town anticipates for different types of land use applications.
- C. To establish flat fees for minor land use applications, so that the fee system is not unduly burdensome in administration.
- D. To improve the services provided land use applicants by recouping municipal expenses for reviewing, evaluating and processing land use applications.
- E. To encourage land use applicants to become familiar with and review municipal development regulations, to submit land use applications that comply with municipal regulations, and to submit plans and proposals with fewer errors and omissions.

**§ 171-2. Definitions.**

As used in this article, the following terms shall have the meanings indicated:

**APPLICANT** — Any person or entity who submits a land use application, or his or her agent or successor in interest.

**COMMISSION** — May refer to either the Planning and Zoning Commission, the Inland Wetlands and Watercourses Commission, or both depending on the context.

**LAND USE APPLICATION** — Any application required to be made to the Planning and Zoning Commission or the Inland Wetlands and Watercourses Commission by state law or by the duly adopted regulations of the relevant Commission.

**REVIEW, EVALUATION AND PROCESSING** — Includes all functions performed in direct connection with a land use application by any Town official, employee, or department, including any regional agency that acts in an official capacity for the Town, such as the Northeastern Connecticut Council of Governments and the Northeast District Department of Health, or by any

professional consultant whose advice on technical, scientific or health-related issues is needed for the receiving commission or agency to properly review and evaluate the application.

ZBA – Zoning Board of Appeals

**§ 171-3. Fees charged for land use applications.**

- A. Base Fees. An applicant shall be required to submit the base fees listed in § 171-4 unless an exemption applies under § 171-5. Such fees are intended to help defray the administrative costs of staff review and processing. Any application submitted without the appropriate base fee may be determined to be incomplete and denied by the relevant Commission or ZBA. Base fees shall be nonrefundable.
- B. Fees for Legal Notices. An applicant shall be required to reimburse the Town for any fees or costs incurred by the Town for the publication of any and all legal notices that are required to be published by state law in connection with the relevant land use application, including notices of public hearings and notices of decisions. To the extent the Town has incurred any such fees and costs before the Commission or ZBA has rendered a decision on the application, the applicant shall be required to reimburse the Town or the Commission or ZBA may deny the application. The Commission or ZBA may condition the approval of any application on the reimbursement of any post-decision publication fees.
- C. Consultants' Fees. If the Commission or ZBA determines that its review of any land use application will require consultation with and review by a professional engineer, surveyor, scientist, attorney, accountant, or other specialist, the land use applicant shall be required to reimburse the Town for any costs associated with such consultation and review. The Commission or ZBA, as soon as practicable, shall provide a prospective scope of work to each such professional and request an estimate of such professional's anticipated fees and costs. Before the Commission or ZBA renders a decision on the application, the applicant shall be required either (1) to submit an amount equal to the total of all such anticipated fees and costs, or (2) submit a bond or other form of financial security for such reimbursement satisfactory to the Commission or ZBA. If the applicant fails to provide such reimbursement or security, the Commission or ZBA may deny the application. In the event the total of such fees and costs is greater than the anticipated amounts, the Commission or ZBA may condition any approval on the payment of the remaining amounts. In the event the total of such fees and costs is less than the anticipated amounts, the Commission or ZBA shall return the excess amounts to the applicant as soon as practicable.

**§ 171-4. Base Fee Schedule.**

A. Base Fees – Zoning and Subdivision Applications and Activities.

Amendments to the zoning regulations or zoning map	\$250
Special Permit (other than for earth excavation)	\$250 plus Site Plan Review fee
Site Plan Review:	\$300
Amendment to Site Plan after submission	\$150
Special Permit for earth excavation:	\$600 plus Site Plan Review fee <sup>4</sup>
Annual earth excavation permit renewal	\$100

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Subdivision/ Resubdivision: \$150 per lot and \$250 per plan sheet (excluding cover sheet)

Appeals to Zoning Board of Appeals \$450  
Applications to Zoning Board of Appeals for variances \$450

**B. Base Fees – Inland Wetlands Applications and Activities.**

Base fees for inland wetlands and watercourses applications and activities shall be as set forth in the regulations adopted by the Inland Wetlands and Watercourses Commission.

**§ 171-5. Exemptions from fee requirements.**

- A. Boards, commissions, councils and departments of the Town of Sterling are exempt from all fee requirements.
- B. Applications for activities that are determined by any commission to be as-of-right shall be exempt from all fee requirements.

**§ 171-6. Severability; when effective.**

- A. If any section, subsection, clause or phrase of this article is, for any reason found to be invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this article.
- B. This article shall become effective immediately after being posted and published according to law.

ORDINANCE TO ALLOW PUBLICATION OF SUMMARIES

Chapter 66 of the Code of Ordinances of the Town of Sterling is hereby amended to include the following new § 66-4:

**§ 66-4: Publication of Summaries**

- A. Whenever the Town of Sterling is required to publish any proposed ordinance or ordinance in accordance with subsection (a) of section 7-157 of the Connecticut General Statutes, a summary of such proposed ordinance or ordinance shall be published in lieu of such proposed ordinance or ordinance in accordance with the provisions of subsection (b) of that statute, as it may be amended.
- B. As of the date of adoption of this ordinance, subsection (b) of section 7-157 of the Connecticut General Statutes allowed publication of such summaries for the Town of Sterling with the following provisions: (1) in any case in which such a summary is published, the Town Clerk shall make a copy of such proposed ordinance or ordinance available for public inspection and shall, upon request, mail a copy of such proposed ordinance or ordinance to any person requesting a copy at no charge to such person; (2) any summary so published shall bear a disclaimer as follows: "This document is prepared for the benefit of the public, solely for purposes of information, summarization and explanation. This document does not represent the intent of the legislative body of (here insert the name of the town, city, borough or fire district) for any purpose"; and (3) the provisions of subsection (a) of the statute shall not apply to any proposed ordinance or ordinance which makes or requires an appropriation.
- C. The information provided in subsection B of this ordinance is for purposes of notice only, the intention being that if any amendments are made to section 7-157 of the Connecticut General Statutes, those amendments shall be deemed to apply in the Town of Sterling without the necessity of amending this ordinance.