

March 12, 2014

**Call to Order:** The monthly meeting of the Sterling Board of Finance was called to order at 7:01 p.m. by Chairman, David Shippee. Other members' present-Robert Lassar, Bruce Lindberg, Neil Delmonico, and Neil Cook.

Staff present-Russell Gray, Lincoln Cooper, John Firlik, and Joyce Gustavson.

Also present-Dale Clark.

**Audience of Citizens:** No Comments.

**Correspondence:** None

**Approval of Minutes:** R. Lassar made a motion, seconded by N. Cook, to approve the minutes of the 2/12/2014 monthly meeting as written and presented. All voted in favor of the motion.

**Unfinished Business:**

- a. **Tax Collector's Grand Ratebook Balance Sheet Report:** The report was submitted and reviewed.
- b. **Report on Internal Controls Framework:** Marcia Marien from O'Connor Davies, LLP will be here Wednesday, 3/19/2014 to discuss the Internal Controls Framework. Table to the next meeting.
- c. **Procurement Ordinance:** D. Shippee noted that under Item III – Sealed Bids Required for Purchases Greater Than Twenty-Five Thousand Dollars (\$25,000.00) to remove the following sentence "All bids should be submitted by certified mail". R. Lassar made a motion, seconded by N. Cook to accept the Procurement Ordinance as presented and to have the Board of Selectmen schedule a Town Meeting on the revised ordinance. All voted in favor of the motion.

**New Business:**

- a. **Appointment of New Board Member:** D. Shippee reported two candidates expressed interest to fill the vacancy by R. Parker. One candidate withdrew due to other obligations. N. Delmonico made a motion, seconded by N. Cook to appoint Dale Clark, 581 Sterling Road, Sterling, CT 06377 to fulfill the six year term which will be placed on the 2015 ballot as a four (4) year vacancy to be filled at that election. All voted in favor of the motion.
- b. **Schedule 2014-2015 Board of Education and Board of Selectmen's Proposed 2014-2015 Budgets:** The Board of Education and the Board of Selectmen will present the 2014-2015 proposed budgets at the next meeting scheduled for Wednesday, 4/9/2014.
- c. **Proposed 2014-2015 Five Year Capital Improvement Plan (LoCIP):** D. Shipped asked the Board of Selectmen to have this ready for the April meeting.
- d. **Final FY Ending 2013 Audit Report:** The final audit report for FY 2012-2013 was submitted and reviewed. N. Cook noted that the Fund Balance increased \$154,459, bringing Fiscal Year 6/30/2013 end balance to \$2,558,746.00.

**Any Other Business:** 1) N. Cook stated that with the work on the bridges being complete, money should be taken out of the Fund Balance to work on the roads. 2) N. Cook stated that with

D. Clark's appointment to the Board of Finance, a replacement will be needed to read the water meters in June. 3) D. Shippee reminded the Board that on Wednesday, 3/19/2014 at 9:00 a.m., a representative from Choice Merchant Solutions will be here to discuss credit card purchasing, followed by Marcia Marien from O'Connor Davies, LLP to discuss the Internal Controls Framework.

**Adjournment:** N. Cook made a motion, seconded by R. Lassar, to adjourn at 7:40 p.m. All voted in favor of the motion.

Attest:

  
Joyce A. Gustavson, Recording Secretary