

October 8, 2014

The monthly meeting of the Sterling Board of Finance was called to order at 7:05 p.m. by Chairman David Shippee. Other members' present-Bruce Lindberg, Neil Delmonico, and Neil Cook. Absent members'-Robert Lassan and Dale Clark. Staff present-Russell Gray, Lincoln Cooper, John Firlik, and Joyce Gustavson.

Audience of Citizens: No comments.

Correspondence: David Shippee received a memo dated 9/25/2014 from Penny Keith, Treasurer, stating that the Revenue Collectors have received the last Benefit Assessment payment, an account that was created when the sewer was put into the Sterling Center. The Benefit Assessment account has a balance of \$6,158 and P. Keith is asking the Board of Finance to transfer the balance to the Sewer Operating account and close the Benefit Assessment account. N. Cook made a motion, seconded by B. Lindberg to give P. Keith permission to close the Benefit Assessment account and move the \$6,158 to the Sewer Operating account. All voted in favor of the motion.

Approval of Minutes: N. Cook made a motion, seconded by N. Delmonico to approve the minutes of the 9/10/2014 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. Business Manager Committee: D. Shippee reported that the four (4) residents who expressed interest in joining the committee should be contacted by the Board of Selectmen. R. Gray will contact the four (4) individuals as well as the volunteers from the Board of Education, the Board of Finance, and the Board of Selectmen to set up a meeting. Discussion followed about consolidating services with the school and the town hall staff and to have John Filchak of Northeastern Connecticut Council of Governments (NECCOG) meet with R. Gray, D. Shippee, R. Theroux-Keech of the Board of Education and Brenda Needham, Superintendent of the Sterling Community School to discuss the feasibility. D. Shippee stated the results from the study and a job description shall be presented at a Town Meeting prior to the budget presentations.

c. Satellite.biz (The) – John W. Dresch (Credit Card Processing): The Revenue Office reported that they have been accepting credit cards for the past two (2) years and do not see a need to have a credit card system in their office. The Treasurer also reported that she does not see a need for a credit card system in her office. Board of Finance members shall review the packet. N. Cook made a motion, seconded by N. Delmonico to table this item to the next meeting. All voted in favor of the motion.

d. Email Notification System: J. Gustavson reported that notices informing the public to subscribe to the email notification system for information regarding budgets, special meetings, events and Town Hall closings have been circulated. The Sterling Public Library and the Sterling Recreation Department have posted the notice on Facebook and a press release has been

sent to WINY Radio, the Reminder and the Norwich Bulletin. The school has been sent a notice via email for the school newsletter and notification has been posted on the Town's website. Flyers have been posted on the bulletin boards at the Sterling and Oneco Post Offices and throughout the Town Hall.

New Business: None

Any Other Business: 1) D. Shippee reported that the Board of Selectmen received three (3) bids in regards to the Classification and Compensation Study and it was decided to not open the bids at this time. Northeastern Connecticut Council of Governments (NECCOG) provides that service and J. Filchak of NECCOG will submit a proposal to the Town not to exceed \$2,500 to perform the study. 2) D. Shippee reported that the Sterling Municipal Building Renovation account fund has a balance of approximately \$18,000. The account was established for the renovation of the Sterling Municipal Building and the unused portion was transferred to the renovation of the senior center. D. Shippee will check with Penny Keith, treasurer, and if there is \$18,000 in the account, one option would be to revamp the heating system at the Town Hall Municipal Building.

Adjournment: B. Lindberg made a motion, seconded by N. Cook to adjourn at 7:50 p.m. All voted in favor of the motion.

Attest: _____
Joyce A. Gustavson, Board of Finance Clerk