

November 9, 2016

The monthly meeting of the Sterling Board of Finance was called to order at 7:00 p.m. by Chairman David Shippee. Other members' present-Bruce Lindberg, Robert Lassan, and Neil Delmonico (7:02 p.m.). Members' absent-Dale Clark and Neil Cook.

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

**Audience of Citizens:** None.

**Correspondence:** None.

**Approval of Minutes:** R. Lassan made a motion, seconded by B. Lindberg to approve the 10/12/2016 meeting minutes with the correction to New Business, Item f and Item g...Capital Accounts – "Information Technology" instead of "Internet Technology" and the 10/26/2016 Tri-board minutes 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. I.T. Upgrades for the Sterling Municipal Building:** R. Gray reported that he and Ross Farrugia of the Computer Assessment Committee walked through the building and determined that 129 cables need to be added/replaced to Cat 5e or 6. A special town meeting to approve the addition of a new line item and an appropriation from the Fund Balance in the amount of \$70,000 to the Selectmen's Budget for FY 2016-2017 – Capital Accounts – Information Technology is scheduled for Wednesday, 11/16/2016 at 7:00 p.m. at the Sterling Municipal Building, Room #15, 1183 Plainfield Pike, Oneco, CT. J. Gustavson reported that she received The Connecticut State Library grant contract in the amount of \$24,040 and all work must be completed by 5/2/2018.

**c. Request from Treasurer to Close Nancy Hopkins Christmas Account and Transfer Funds to the Family:** D. Shippee reported that the Town can transfer the funds from the Nancy Hopkins Christmas Account to the family and he will contact Brenda Lindsay to set up a meeting with Penny Keith, Town Treasurer. R. Lassan made a motion, seconded by N. Delmonico to transfer the funds to the Jordan Family, c/o Brenda Lindsay, effective 12/1/2016. All voted in favor of the motion.

**d. Request from Treasurer to Transfer \$52,196 to the Board of Selectmen Capital Account – Equipment for FY 2014-2015:** Penny Keith, Treasurer, submitted a memo dated 10/24/2016 requesting permission to transfer \$52,196 to the Board of Selectmen Capital Account – Equipment. R. Lassan made a motion, seconded by B. Lindberg to approve the transfer to the Board of Selectmen Capital Account – Equipment for FY 2014-2015 in the amount of \$52,196. All voted in favor of the motion.

**New Business:**

**a. Treasurer's Quarterly Report:** The report for the quarter ending 9/30/2016 was submitted for review.

**b. Consider & Act on 2017 Schedule of Meetings:** N. Delmonico made a motion, seconded by B. Lindberg to approve the 2017 Meeting Schedule as presented. All voted in favor of the motion.

**c. Election of Officers and Clerk:** R. Lassan made a motion, seconded by N. Delmonico to retain the present slate of officers. There were no objections and no other nominations. The following is the slate of officers for 2017: David Shippee, Chair; Neil Cook, Vice Chair; and Joyce Gustavson, Clerk. All voted in favor of the motion.

**Any Other Business to Come Before the Board of Finance:**

**a. Consider & Act on Adding a New Line Item to the Selectmen's Budget for FY 2016-2017 – Capital Accounts – Internet Technology:** The change from Internet Technology to Information Technology was addressed under Approval of Minutes.

**b. Request for Appropriation of \$70,000 to the Board of Selectmen's 2016-2017 Budget to Capital Accounts – Internet Technology:** The change from Internet Technology to Information Technology was addressed under Approval of Minutes.

**c. Quarterly Reports from Board of Selectmen and Board of Education:** N. Delmonico asked why the Board of Finance does not receive monthly expense reports from the Treasurer (Board of Selectmen) and Bookkeeper (Board of Education). D. Shippee stated that the Board of Education and Board of Selectmen will be notified to submit quarterly reports by line item.

**d. Generator:** Purchasing a generator for the school was discussed. R. Gray contacted Don Buell, Emergency Management Director to inquire if any grants are available if the school was used as the shelter.

**e. Unexpended Education Funds Account:** D. Shippee reported that according to State Statute 10-248a – Unexpended Education Fund Account – the Board of Finance can make an appropriation to the school district any unexpended funds from the prior fiscal year from the budgeted appropriation for education, provided such amount does not exceed two and one half percent (2 ½) of the total budgeted appropriation.

**Adjournment:** B. Lindberg made a motion, seconded by R. Lassar to adjourn at 7:46 p.m. All voted in favor of the motion.

Attest: \_\_\_\_\_  
Joyce A. Gustavson, Board of Finance Clerk