

On December 3, 2014 Sterling Board of Finance Chairman David Shippee authorized a telephone vote on the 2013-2014 Board of Selectmen Budget transfer requests. Board of Finance Clerk J. Gustavson emailed the members to

STERLING BOARD OF SELECTMEN  
2013-2014 BUDGET TRANSFER REQUEST

## TRANSFER FROM

STERLING BOARD OF SELECTMEN  
2013-2014 BUDGET TRANSFER REQUEST

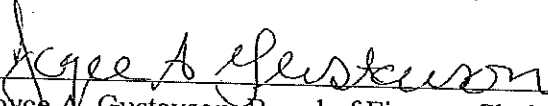
## TRANSFER TO

<i>Audit</i>		<i>Animal Control</i>	
AUDIT	1,700.00	DOG DAMAGE	144.00
BOOKKEEPING	1,000.00	SUPPLEMENT	32.00
<i>Building Enforcement</i>		<i>Assessor</i>	
EMERGENCY FUND	200.00	COMPUTER SOFTWARE	850.00
<i>Cemeteries</i>		MAPPING UPDATES/SUPPLIES	1,743.00
CARE OF SOLDIERS GRAVES	400.00	PRICING GUIDES	594.00
CEMETERY FUND	200.00	<i>Audit</i>	
MEMORIAL DAY PARADE	300.00	OTHER AUDIT COSTS	830.00
<i>Employee Benefits</i>		<i>Employee Benefits</i>	
FICA/MEDICARE	200.00	BLUE CROSS/BLUE SHIELD	1,744.00
RETIREMENT CONTRIBUTION	500.00	<i>Highways</i>	
<i>Highways</i>		CONTRACTED SERVICES	6,080.00
BRIDGES & REPAIR	2,000.00	<i>Insurance and Bonds</i>	
EQUIPMENT & REPAIRS	1,110.00	WORKERS COMPENSATION	3,855.00
ROAD RESURFACING	23,000.00	<i>Professional Expenses</i>	
<i>Insurance and Bonds</i>		ENGINEERING SERVICES	1,688.00
BONDS	400.00	INLAND WETLANDS - PROF.	1,602.00
FIRE/LIABILITY PACKAGE	1,500.00	SPECIAL LEGAL SERVICES	562.00
PUBLIC OFFICIAL/EMP. LIAB.	1,000.00	<i>Public Safety</i>	
VEHICLE INSURANCE	1,500.00	PARAMEDIC INTERCEPT	990.00
<i>Professional Expenses</i>		STREET LIGHTS	1,421.00
LEGAL SRVCS. - TOWN COUNS.	10,000.00	<i>Revenue Collectors</i>	
P&Z LEGAL EXPENSES	4,000.00	REFUNDS	13,721.00
P&Z SUBDIVISION EXPENSES	1,278.00	<i>RPJ Community Center</i>	
PROBATE COURT EXPENSES	200.00	HEAT	564.00
TOWN ENGINEER	5,000.00	LIGHTS	920.00
<i>Public Safety</i>		MAINTENANCE	4,029.00
HOMELAND SECURITY	400.00	<i>Snow Removal</i>	
TRAINING	200.00	CONTRACTED SERVICES	23,315.00
<i>Revenue Collectors</i>		EQUIPMENT MAINTENANCE	614.00
COMPUTER SERVICES	861.00	MATERIALS	11,512.00
<i>RPJ Community Center</i>		<i>Stationery/Printing/Postage</i>	
TELEPHONE FOR ALARM	226.00	POSTAGE	607.00
<i>Sanitation Control</i>		PRINTING	281.00
V/S TRANSFER STATION	12,363.00	<i>Town Clerk</i>	
<i>Stationery/Printing/Postage</i>		HISTORIC PRESERVATION	250.00
STATIONERY	1,232.00	COMMUNITY INVESTMENT	4,000.00
<i>Town Clerk</i>		<i>Town Garage</i>	
MICROFILMING	308.00	HEAT	3,495.00
VERIFICATION	600.00	LIGHTS	452.00
VITAL STATISTICS	94.00	SUPPLIES	188.00
<i>Town Garage</i>		TELEPHONE	504.00
MAINTENANCE	50.00	<i>Town Hall Expenses</i>	
<i>Town Hall Expenses</i>		SUPPLIES	1,851.00
CONFERENCE AND DUES	500.00	TELEPHONE	1,137.00
EDUCATION/TRAINING	600.00	<i>Wages</i>	
HEAT	4,107.00	BUILDING OFFICIAL	173.00
LIGHTS	5,800.00	SNOW REMOVAL	17,297.00
MAINTENANCE	200.00	WETLANDS AGENT	548.00
MILEAGE - TOWN BUSINESS	244.00		
OE PURCHASE/REPAIR	1,200.00	TOTAL TRANSFER REQUESTS TO:	107,593.00
OE LEASE	480.00		
UNEMPLOYMENT COMP.	2,400.00		
<i>Town Memberships</i>			
CCM	100.00		
NECCOG	150.00		
<i>Wages</i>			
BOARD OF ASSESSMENT APPL	150.00		
ELECTION WRKRS & REGIST.	1,800.00		
HIGHWAY DEPT - WRKS/MAINT	9,086.00		
RECORDING SECRETARY	1,000.00		
RPJ CENTER JANITOR	800.00		
SITE MANAGERS MEALS - S.C.	1,668.00		
TOWN CLERK	2,623.00		
WATER METER READER	1,863.00		
ZONING ENFORCEMENT OFFIC.	1,000.00		
TOTAL TRANSFERS FROM:	107,593.00		

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To approve the transfers in the amount of \$107,593 in the 2013-2014 Board of Selectmen's Budget: David Shippee-approved; Bruce Lindberg-approved; Neil Delmonico-approved; Neil Cook-approved; Dale Clark-approved; and Robert Lissan-abstained.

This action will be confirmed at the January 14, 2015 Board of Finance meeting.

Attest:   
Joyce A. Gustavson, Board of Finance Clerk

December 10, 2014

The monthly meeting of the Board of Finance was cancelled due to lack of agenda items.

January 14, 2015

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, Neil Cook, Dale Clark and Neil Delmonico (7:05 p.m.). Absent members'-Robert Lissan.

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

**Audience of Citizens:** None

**Correspondence:** None

**Approval of Minutes:** N. Cook made a motion, seconded by B. Lindberg to approve the minutes of the 11/12/2014 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 November 30 and December 31, 2014 reports were submitted and reviewed.
- b. **Business/Finance Manager Committee Update:** D. Shippee stated that the Board of Selectmen received an email from Cindy Donall, Chair of the Business/Finance Manager Committee, dated 12/27/2014, stating that the Committee met on 12/16/2014 and voted unanimously to present to the Board of Selectmen a recommendation to not create a business/financial manager position. J. Firlik reported that the Committee listed what duties should be performed by the Business/Finance Manager and then listed the duties currently performed by the Treasurer and except for grant writing, it appears that the Treasurer is already performing most of the duties that a Business/Finance Manager would be perform. D. Shippee stated that the Board of Selectmen voted to accept the recommendation not to create a Business/Finance Manager position and to dissolve the Committee effective immediately. D. Shippee asked what changes would the Board of Selectmen take based on the recommendation from the Business/Finance Manager Committee. R. Gray stated additional training for the Treasurer if that is what is needed, even though he doesn't know how much more the Treasurer could absorb at this time.

c. Satellite.biz (The) – John W. Dresch (Credit Card Processing): D. Shippee reported that he did not have a chance to talk to the Plainfield Revenue Collectors. N. Cook made a motion, seconded by N. Delmonico to table this item to the next meeting. All voted in favor of the motion.

**New Business:**

a. Election of Officers and Clerk: N. Cook 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 2015: David Shippee, Chair; Neil Cook, Vice Chair; and Joyce Gustavson, Clerk. All voted in favor of the motion.

b. Consider and Act on Budget Schedule for 2015-2016: The tentative date for the Board of Education and the Board of Selectmen to present budgets to the Board of Finance is scheduled for the March 11, 2015 meeting at 7:00 p.m.

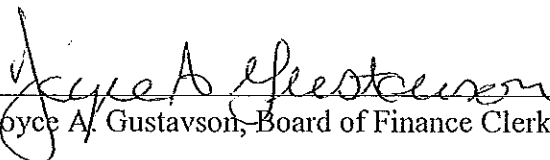
Other tentative dates that were discussed are as follows: The public hearing on Thursday, April 9, 2015 at 7:00 p.m.; Town meeting on Thursday April 23, 2015 at 7:00 p.m. and the referendum on Thursday April 30, 2015 in the Town Hall Municipal Gym.

c. Confirm Email Vote for Selectmen 2013-2014 Budget Transfer Requests: D. Clark made a motion, seconded by N. Cook to confirm the email vote of 12/3/2014 to approve the transfers as presented in the Board of Selectmen 2013-2014 Budget in the amount of \$107,593. All voted in favor of the motion.

**Any Other Business:** 1) D. Shippee reported that R. Gray, L. Cooper and himself attended the COST conference earlier today. Tighe and Bond offers grant writing services and in some cases, at no charge. R. Gray will contact Tighe and Bond for further information. 2) D. Shippee stated that the school and the Town's computer systems should be compatible with each other. The computers at the Town Hall need to be updated. 3) D. Shippee discussed having someone monitor expenses all year round and not only at budget time.

**Adjournment:** N. Cook made a motion, seconded by D. Clark to adjourn at 7:51 p.m. All voted in favor of the motion.

Attest:

  
Joyce A. Gustavson, Board of Finance Clerk