

September 10, 2014

The monthly meeting of the Sterling Board of Finance was called to order at 7:06 p.m. by Chairman David Shippee. Other members' present-Bruce Lindberg, Dale Clark, Neil Delmonico and Neil Cook. Absent members'-Robert Lassar. Staff present-Russell Gray, Lincoln Cooper, John Firlik, and Joyce Gustavson.

Audience of Citizens: R. Gray reported that Invitation to Bid notices have been sent out for "paving" for Newport Road and Sawmill Hill Road and "sand" for snow and ice control. An Invitation to Bid for "plowing and sanding" will be available next week.

Correspondence: D. Shippee received a memo dated 9/4/2014 from Penny Keith, Treasurer, stating that Russell Gray informed her that the DEEP (Department of Energy and Environmental Protection) has allowed ReEnergy to contribute some money (around \$39,000) to the town in lieu of paying a fine. DEEP stipulates this money must be put in a separate interest-bearing account. P. Keith is looking for permission to open this account. R. Gray stated that the money will be used to upgrade the sewer pump station. N. Cook made a motion, seconded by N. Delmonico to give P. Keith permission to open and name an account to be used for sewer upgrades. All voted in favor of the motion.

Approval of Minutes: D. Clark made a motion to approve the minutes of the 6/5/2014 and 6/9/2014 special meeting, the 6/11/2014 monthly meeting, the 6/19/2014 special meeting with a correction under "Adjournment" 3:40 p.m. instead of "2:40 p.m.", 6/25/2014 public hearing, 6/25/2014 special meeting, and 7/15/2014 special meeting. All voted in favor of the motion.

Unfinished Business:

a. Tax Collector's Grand Ratebook Balance Sheet Report: The report was submitted and reviewed. D. Shippee asked J. Gustavson to get an updated report from the Revenue Collector showing the collection through 9/2/2014 and to email the new numbers to the Board of Finance.

b. Treasurer's Quarterly Report: The report was submitted for review.

c. Report on Internal Controls Framework: D. Shippee requested that this item be removed from the agenda until the Employee Classification and Compensation Study is completed.

d. Business/Finance Manager: D. Shippee reported that the Board of Selectmen voted to form an Exploratory Committee to discuss the possibility of hiring a Business/Finance Manager. The Committee should consist of four (4) Townspeople, and one (1) member each from the Board of Selectmen, the Board of Finance, and the Board of Education, preferably not the Chair of these Boards. D. Shippee stated he has received four (4) responses from residents that would be interested in joining the Committee. John Firlik will represent the Board of Selectmen. D. Shippee asked for a volunteer from the Board of Finance. N. Delmonico made a motion, seconded by D. Clark to appoint Neil Cook to represent the Board of Finance. All voted in favor of the motion. Discussion was held on how to get the word out to the residents. A message will be posted on the Town of Sterling's website.

New Business:

a. Satellite.biz (The) – John W. Dresch (Credit Card Processing): Heather George, Town Clerk, received information on customized payment processing while attending a conference.

Satellite.biz would install credit card processing machines at no cost to the Town; the customer would pay a fee. D. Shippee asked the Revenue Collectors and the Treasurer to review the packet.

Any Other Business: 1) D. Shippee reported that the CCM Convention is October 21st in Hartford. 2) Discussion was held on setting up a mass email system for Town notices and information. The Board of Finance suggested sending press releases to the Norwich Bulletin and the Reminder and to post the request on the Library and Recreation Facebook page and the Town's webpage. J. Gustavson will be responsible to maintain and update the email addresses to keep the public informed.

Adjournment: D. Clark made a motion, seconded by N. Cook to adjourn at 7:45 p.m. All voted in favor of the motion.

Attest: _____

Joyce A. Gustavson, Board of Finance Clerk