

October 12, 2016

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-Bruce Lindberg, Robert Lassar, Neil Cook, and Neil Delmonico. Members' absent-Dale Clark.

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

**Audience of Citizens:** None.

**Correspondence:** The Board of Finance received an email from Anna Gagner, Revenue Collector, dated 10/12/2016 asking permission to hold a tax sale in 2017. The last tax sale was April 2015. D. Shippee reported that each office is responsible for writing the policy and procedure manual to reflect changes from year to year. The Board of Selectmen approved the Tax Collector's request to hold a tax sale in 2017 earlier tonight pending Board of Finance approval. R. Lassar made a motion, seconded by N. Cook to approve the Revenue Collector's request to hold a tax sale in 2017 and to change the policy and procedure manual to reflect the time frame change from three (3) years to two (2) years. All voted in favor of the motion.

**Approval of Minutes:** R. Lassar made a motion, seconded by N. Delmonico to approve the 5/4/2016, 5/18/2016, 8/10/2016 and 9/28/2016 special meeting minutes, and the 10/5/2016 IT multi-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 following reports were submitted and reviewed: 5/31/2016, 6/29/2016, 8/2/2016, 8/31/2016, and 9/29/2016.

b. **I.T. Upgrades for the Sterling Municipal Building:** D. Shippee reported that the Computer Assessment Committee has recommended that each project be bid out separately to upgrade the IT infrastructure at the Sterling Town Hall/Municipal Building, 1183 Plainfield Pike, Oneco, CT. The project will be broken down into five (5) categories; replace Cat 3 cables to Cat 5e or 6 cables, replace network switches and servers, replace twenty percent (20) of PC/printers every year and change the phone system to VoIP (Voice over Internet Protocol). The anticipated cost to be used over a period of time is \$70,000.

**New Business:**

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

b. **Request from Treasurer to Close Seven (7) Bank Accounts:** Penny Keith, Treasurer, submitted a memo dated 9/7/2016 requesting permission to close the following seven (7) bank accounts: 1) Title I and Ed Grants accounts and bring them into the General Fund; 2) Emergency Fund which was last funded by outside donations in December 2000 and currently holds less than \$500; 3) Revere Site Development which was last funded prior to 1999 and the current balance is \$1,600. It was noted that the Economic Development Coordinator will be spending some of that money soon; 4) Rental Account for property located at 1110 Plainfield Pike and contains \$36,000 which will go to the General Fund if the property is sold. If the Town continues as a landlord, the account could be tracked within the Development Office; 5) I Park Income earns no interest and is a standalone account and could also be tracked within the Development Office; 6) Close 1995 Small Cities and merge it with 1989 Small Cities. R. Lassar made a motion, seconded by N. Cook to grant permission to the Treasurer to close the following accounts: Title I, Ed Grants, Emergency Fund, Revere Site Development, Rental Account for 1110 Plainfield Pike, I Park Income, and 1995 Small Cities. All voted in favor of the motion.

for their opinion on giving the Nancy Hopkins Christmas account to the family. D. Shippee questioned if the family would need to apply for exempt status under section 501c3 from the Internal Revenue Service (IRS). He will talk to the family and a local bank to inquire what would be required for the family to take over this account. N. Delmonico made a motion, seconded by N. Cook to table this item to the next meeting. All voted in favor of the motion.

**d. Request from Treasurer to Transfer \$188,345 to the Board of Education Capital Account:**

Penny Keith, Treasurer, submitted a memo dated 10/5/2016 requesting permission to transfer \$188,345 to the Board of Education (BOE) Capital Account. P. Keith has been working with the auditors to determine the amount of money that should go into the BOE Capital Account and noted that the Board of Finance has the flexibility of reducing the transfers. N. Cook made a motion, seconded by R. Lassar to approve the transfer to the Board of Education Capital Account in the amount of \$188,345. All voted in favor of the motion

**e. Consider & Act on 2015-2016 Board of Selectmen Budget Transfers:** N. Cook made a motion, seconded by B. Lindberg to approve the transfers as presented in the Board of Selectmen's 2015-2016 Budget in the amount of \$201,792. All voted in favor of the motion.

**f. Consider & Act on Adding a New Line Item to the Selectmen's Budget for FY 2016-2017 – Capital Accounts – Internet Technology:** D. Shippee reported earlier in tonight's meeting that the IT upgrades to the Sterling Town Hall/Municipal Building, 1183 Plainfield Pike, Oneco, CT would be broken down into five (5) separate projects and that the addition of a new line item to the Selectmen's budget would be for Internet Technology upgrades and any unused money would remain in the capital account. N. Cook made a motion, seconded by N. Delmonico to approve the Board of Selectmen's request to add a new line item to the Selectmen's Budget for FY 2016-2017 – Capital Accounts – Internet Technology and to be used for IT upgrades at the Sterling Town Hall/Municipal Building, 1183 Plainfield Pike, Oneco, CT. All voted in favor of the motion.

**g. Request for Appropriation of \$70,000 to the Board of Selectmen's 2016-2017 Budget to Capital Accounts – Internet Technology:** The Board of Selectmen are requesting an appropriation of \$70,000 for Internet Technology upgrades to the Sterling Town Hall/Municipal Building, 1183 Plainfield Pike, Oneco, CT. As reported earlier in tonight's meeting, the appropriation of \$70,000 would be to replace Cat 3 cables to Cat 5e or 6 cables, replace network switches and servers, replace twenty percent (20) of PC/printers every year and change the phone system to VoIP (Voice over Internet Protocol). This project would be done over a period of time. N. Cook made a motion, seconded by R. Lassar to approve an appropriation of \$70,000 from the General Fund Balance to the Board of Selectmen's Budget – Capital Accounts – Internet Technology for IT upgrades to Sterling Town Hall/Municipal Building, 1183 Plainfield Pike, Oneco, CT. All voted in favor of the motion.

**Any Other Business to Come Before the Board of Finance:** Discussion was held regarding transferring year end fiscal money, expenses less revenue, to the Board of Selectmen's Capital Account – Equipment. N. Cook asked if the entire amount would go to the Equipment Capital Account or be split with some going to the Fund Balance. D. Shippee stated that until the Treasurer provides us with a dollar amount, we should table this item to the next meeting. N. Cook made a motion, seconded by N. Delmonico to table this item to the next meeting. All voted in favor of the motion.

**Adjournment:** N. Cook made a motion, seconded by N. Delmonico to adjourn at 7:55 p.m. All voted in favor of the motion.

Attest:

Joyce A. Gustavson, Board of Finance Clerk

STERLING BOARD OF SELECTMEN  
2015-2016 BUDGET TRANSFER REQUEST

TRANSFER FROM:

<i>Assessor</i>	
MAPPING	2,200.00
PERSONAL PROPERTY AUDIT	2,500.00
<i>Community Center Building</i>	
HEAT	1,000.00
MAINTENANCE	1,000.00
TELEPHONE	1,000.00
<i>Economic Development</i>	
OFFICE OPERATION	15,800.00
<i>Employee Benefits</i>	
UNEMPLOYMENT COMP.	1,849.00
<b>HIGHWAY DEPARTMENT</b>	
BRIDGES & REPAIRS	3,000.00
<i>Insurance and Bonds</i>	
FIRE INSURANCE/LIABILITY PKG	8,800.00
PUBLIC OFFICIALS/EMP LIABILITY	3,600.00
VEHICLE INSURANCE	4,300.00
<b>LIBRARY</b>	
INSURANCE	1,000.00
PAYROLL EXPENSES	3,700.00
<i>Professional Expenses</i>	
ENGINEERING SERVICES	7,500.00
LEGAL SERVICES	9,236.00
P&Z LEGAL EXPENSES	4,400.00
P&Z SUBDIVISION EXPENSES	2,500.00
<b>PUBLIC SAFETY</b>	
PARAMEDIC INTERCEPT	1,000.00
<i>Revenue Collector</i>	
COMPUTER SERVICES	3,000.00
<i>Snow Removal</i>	
CONTRACTED SERVICES	19,551.00
MATERIALS	6,340.00
SALARY-SNOW	16,400.00
<i>Town Garage</i>	
HEAT	8,400.00
<i>Town Hall Expenses</i>	
EDUCATION, CONFERENCES & DUES	3,100.00
EDUCATION/TRAINING	1,800.00
HEAT	22,926.00
LIGHTS	2,600.00
POSTAGE/PRINTING/STATIONERY	3,000.00
TELEPHONE	1,500.00
<i>Wages</i>	
ASSESSOR	2,000.00
BUILDING PROPERTY	3,400.00
ECONOMIC DEVELOP. COORD.	9,975.00
HIGHWAY	7,950.00
LIBRARY STAFF	5,000.00
RECORDING SECRETARY	2,000.00
SELECTMEN SALARY	4,465.00
SENIOR CENTER JANITOR	1,000.00
TOWN CLERK ASSISTANT	2,000.00
ZONING ENFORCEMENT OFFICER	1,000.00

TOTAL TRANSFERS FROM: 201,792.00

STERLING BOARD OF SELECTMEN  
2015-2016 BUDGET TRANSFER REQUEST

TRANSFER TO:

<i>Assessor</i>	
COMPUTER SOFTWARE	4,269.00
PRICING GUIDES	307.00
<i>Audit</i>	
AUDIT	14,997.00
OTHER AUDIT COSTS	2,525.00
<i>Elections</i>	
VOTING EQUIP. & MAINTENANCE	2,383.00
<i>Employee Benefits</i>	
HEALTH INSURANCE	49,430.00
<i>Highways</i>	
CONTRACTED SERVICES	1,738.00
EQUIPMENT & REPAIRS	1,236.00
<i>Library</i>	
BOOKS/MAGAZINES/REF.	1,678.00
CHILDREN'S ACT.	1,067.00
EQUIPMENT/COMPUTER	810.00
MISC, DUES, MILEAGE	227.00
SUPPLIES	457.00
VIDEOS	159.00
<i>Professional Expenses</i>	
TOWN PLANNER RETAINER	58.00
<i>Public Safety</i>	
STREET LIGHTS	2,267.00
<i>Revenue Collectors</i>	
REFUND/REBATES	25,307.00
<i>Sanitation Control</i>	
V/S TRANSFER STATION	2,521.00
<i>Snow Removal</i>	
EQUIPMENT MAINTENANCE	1,474.00
<i>Town Clerk</i>	
MICROFILMING	756.00
<i>Town Garage</i>	
LIGHTS	693.00
MAINTENANCE	2,672.00
SUPPLIES	2,576.00
TELEPHONE	170.00
<i>Town Hall Expenses</i>	
MAINTENANCE	5,248.00
O/E LEASE	222.00
WEBSITE TECHNICAL SERVICES	180.00
<i>Town Memberships</i>	
CCM	1,760.00
<i>Treasurer</i>	
BANK FEES	1,737.00
BONDING/DEBT FEES	61,468.00
<i>Wages</i>	
ADMIN. ASST. SELECTMAN	695.00
BUILDING OFFICIAL-SALARY	231.00
ELECTION WRKRS & REGIST.	5.00
FIRST SELECTMAN SALARY	937.00
GENERAL OFFICE ASST	1,454.00
JANITOR-TWH	1,372.00
SELECTMEN SALARY	4,465.00
TAX COLLECTOR SALARY	773.00
TOWN CLERK SALARY	695.00
TREASURER-SALARY	773.00

TOTAL TRANSFER REQUESTS TO: 201,792.00