

September 13, 2017

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-Neil Cook, Peter Rabbitt, Bruce Lindberg, and Neil Delmonico (7:04 p.m.).

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

Audience of Citizens: No comment.

Correspondence: None.

Approval of Minutes: N. Cook made a motion, seconded by P. Rabbitt to approve the minutes of the 6/14/2017 monthly meeting, with the correction to Unfinished Business, Item d. The maintenance cost is "seven dollars (\$7)" per pole...instead of "eighty (\$70)" per pole, and the special meeting minutes of 8/16/2017. All voted in favor of the motion.

Unfinished Business:

a. Tax Collector's Grand Ratebook Balance Sheet Report: The reports for month ending 6/30/2017, 7/31/2017, and 8/31/2017 were submitted and reviewed.

b. I.T. Upgrades for the Sterling Municipal Building: J. Gustavson reported that Allied Communications began installing end-to-end new cabling at the Sterling Municipal Building located at 1183 Plainfield Pike. The installation should take approximately three (3) weeks.

c. Treasurer's Quarterly Report: The report for the quarter ending 6/30/2017 was submitted for review.

d. Board of Education and Board of Selectmen's Quarterly Report: The Board of Education and the Board of Selectmen's quarterly report for the period ending 6/30/2017 was submitted and reviewed.

New Business:

a. Schedule Tri-Board Meeting: D. Shippee scheduled a Tri-Board meeting for Tuesday, October 10, 2017 at 7:00 p.m. at the Sterling Municipal Building, Room #15, 1183 Plainfield Pike, Oneco, CT.

b. Resignation of Board Member: J. Gustavson, received a letter from Robert Lassar, dated 6/19/2017, stating, "Please convey my resignation from the Board of Finance, effective 6/19/2017, to the Chairman and members of the Board. Thank you very much and thank you for your fine service to the Board, during my tenure." N. Cook made a motion, seconded by N. Delmonico to accept R. Lassar's resignation with regrets. All voted in favor of the motion.

c. Discuss Summary Results of Audit Findings for FY ending June 30, 2016: D. Shippee reported that R. Gray, First Selectman received a letter dated 9/1/2017 from the State of Connecticut, Office of Municipal Finance Services regarding the Corrective Action Plan for the Summary Results of Audit Findings for FY ending 6/30/2016. The deficiencies stated in the letter have been addressed and include the following: 1) Written policies and procedure manuals documenting the accounting and internal control processes; 2) Procedures monitoring the controls that are in place to ensure that they are still working and effective; and 3) Timely and accurate financial reporting schedules to support all balance sheets. The biggest concern is for management to follow through seeing that the internal control processes are being done and the policies in place need to be reviewed and reinforced.

a. Any Other Business to Come Before the Board of Finance: 1) Discussion was held regarding the State Budget and how the Town moves forward if the State cuts revenue to municipalities. 2) N. Cook stated that the Town needs a new sewer station and is it feasible to pay cash or apply for a bond to fund the project. 3) **Consider & Act on 2016-2017 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 2016-2017 Budget in the amount of \$129,352. All voted in favor of the motion.

Adjournment: P. Rabbitt made a motion, seconded by B. Lindberg to adjourn at 7:45 p.m. All voted in favor of the motion.

Attest:

Joyce A. Gustavson, Board of Finance Clerk

STERLING BOARD OF SELECTMEN		STERLING BOARD OF SELECTMEN	
2016-2017 BUDGET TRANSFER REQUEST		2016-2017 BUDGET TRANSFER REQUEST	
TRANSFER FROM:		TRANSFER TO:	
Assessor		Assessor	
MAPPING	3,000.00	PRICING GUIDES	249.00
PERSONAL PROPERTY AUDIT	2,500.00	Community Programs	
Auditor		NDDH	52.00
AUDITOR - AUDIT	1,100.00	Cemeteries	
Economic Development Office		MEMORIAL DAY PARADE	32.00
OPERATIONS	15,800.00	Employee Benefits	
Elections		HEALTH INSURANCE	27,941.00
VOTING EQUIP. & MAINTENANCE	1,000.00	Highway Department	
Employee Benefits		CONTRACTED SERVICES	3,502.00
FICA	3,750.00	Library	
RETIREMENT	2,242.00	BOOKS, MAG, REF	716.00
UNEMPLOYMENT COMPENSATION	2,000.00	DVDS	298.00
Highway Department		INSURANCE	61.00
BRIDGES & REPAIRS	3,000.00	MAINTAINANCE	5,022.00
Insurance & Bonds		PROGRAMS	554.00
BONDS	1,000.00	SUPPLIES	444.00
FIRE INS/LIABILITY PACKAGE	3,000.00	Professional Expenses	
PUBLIC OFFICIALS/EMP. LIAB.	1,077.00	ENGINEERING SERVICES	7,911.00
WORKERS COMPENSATION	5,000.00	Public Safety	
VEHICLE INSURANCE	2,500.00	PARAMEDIC INTERCEPT	253.00
Professional Expenses		Revenue Collectors	
INLAND WETLANDS - PROF SERVICES	1,000.00	REFUND/REBATE-TAXES	21,400.00
LEGAL SERVICES	1,200.00	Snow Removal	
PZC-SUBDIVISION/ORDINANCE	1,227.00	CONTRACTED SERVICES-SNOW	15,794.00
PZC-LEGAL/ENGINEERING	1,000.00	Town Clerk	
TOWN PLANNER RETAINER	1,000.00	HISTORIC PRESERVATION	2,545.00
Public Safety		MICROFILMING	988.00
STREET LIGHTS	1,173.00	Town Garage Expenses	
Snow Removal		LIGHTS-TGR	1,020.00
EQUIPMENT MAINTENANCE	2,694.00	SUPPLIES-TGR	1,302.00
SNOW REMOVAL - OTHER	26,000.00	TELEPHONE-TGR	83.00
Town Garage		Town Hall Expenses	
HEAT	6,501.00	IT & O/E SERVICE FEES & LEASES	11,951.00
Town Hall		MAINTAINANCE	20,838.00
EDUCATION, CONFERENCE & DUES	1,610.00	MILEAGE	496.00
HEAT - FUEL	8,000.00	POSTAGE	1,083.00
O/E PURCHASE & REPAIR	4,924.00	WEBSITE TECHNICAL SERVICES	45.00
PRINTING	3,489.00	Treasurer's Office	
STATIONERY SUPPLIES	2,000.00	BANK FEES	4,553.00
SUPPLIES & EXPENSES	2,582.00	Wages	
TELEPHONE	1,636.00	TOWN CLERK ASST-SALARY	219.00
Town Clerk			
STATE DOG REPORT	1,280.00		
Wages			
HIGHWAY	7,621.00		
LIBRARY STAFF	5,200.00		
RECORDING SECRETARY	2,246.00		
TOTAL TRANSFERS FROM:	129,352.00	TOTAL TRANSFER REQUESTS TO:	129,352.00