

June 13, 2018

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-Peter Rabbitt, Neil Cook, Robert Salisbury, Bruce Lindberg, and Neil Delmonico (7:03 p.m.).

Staff present-Russell Gray and Joyce Gustavson.

Pledge of Allegiance: Everyone stood to recite the Pledge of Allegiance.

Audience of Citizens: No comment.

Correspondence (Anonymous Taxpayer Letter): D. Shippee reported that an unsigned letter was left on J. Gustavson's desk on Thursday, 5/10/2018 and because the letter is not signed, the Board of Finance will not address it at this time.

Approval of Minutes: P. Rabbitt made a motion, seconded by R. Salisbury to approve the monthly minutes of the 4/11/2018 meeting, the 5/9/2018 public hearing and special meeting minutes, and the 5/15/2018 and 5/30/2018 special meeting 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 for month ending 5/31/2018 was submitted and reviewed.

b. I.T. Upgrades for the Sterling Municipal Building: J. Gustavson reported that all cat 5e or 6 cables have been installed and the network server and switches have been replaced, completing Phase 1 of the infrastructure upgrade to the Sterling Municipal Building. The next items to be considered include: 1) replacing twenty (20) percent of the oldest PC's, printers, etc., 2) changing the phone system to VoIP (Voice over Internet Protocol), and 3) update all PC's to the same operating system. As of 6/12/2018 the Capital Fund, Internet Technology has a balance of \$14,001.75. As of 7/1/2018 an additional \$30,000 will be available. Discussion was held. It is the consensus of the Board of Finance, staying within \$44,000 to 1) update the software, server/network version, as opposed to individual licenses if possible; 2) obtain an inventory list from Savage Systems and begin replacing twenty (20) percent of the oldest p/c computers, printers, etc. and 3) change the phone system to VoIP. D. Shippee asked R. Gray about the cooling system for the server room. R. Gray reported that three (3) quotes have been received and shall be discussed at the 6/20/2018 Board of Selectmen meeting.

c. Discussion with Board of Education Regarding FY 17-18 Budget: P. Rabbitt made a motion, seconded by N. Delmonico to table any action until the end of June for the final amount. All voted in favor of the motion.

d. Shared Business Manager: Discussion was held. R. Salisbury made a motion, seconded by N. Cook to table this item to the next meeting. All voted in favor of the motion.

e. Discussion Regarding Reducing Fund Balance: D. Shippee reported that as of 3/31/2018, the Unassigned Fund Balance is \$4,238,839.67. It is recommended to keep the fund balance at fifteen (15) percent, \$1,646,515 of the combined Board of Education and Board of Selectmen's budgets.

The State has discussed the possibility of reducing grants to towns with high fund balances. Discussion followed regarding requests from both the Board of Education and the Board of Selectmen's "Fund Balance Wish List Requests". R. Salisbury made a motion, seconded by N. Delmonico that the Board of Finance approve the following appropriation/transfer of funds from the Fund Balance: 1) One million (\$1,000,000) dollars to the Board of Selectmen's FY 2018-2019 Highways – Road Surfacing; 2) Five hundred thousand (\$500,000) dollars to the Board of Selectmen's Capital Account – Facilities Maintenance, and 3) Five hundred thousand (\$500,000) dollars to the Board of Education's Capital Account - SCS Fund. All voted in favor of the motion. Once approved at a Special Town Meeting, all proposed capital expenditures must be approved by the Board of Finance.

f. Treasurer's Quarterly Report: The report for the quarter ending 3/31/2018 was submitted for review.

New Business: None.

Any Other Business to Come Before the Board of Finance: N. Delmonico reported that he signed up to attend a free Grant Writing Workshop at the Canterbury Town Hall on 8/1/2018 from 9:00 a.m. to 12:00 p.m. The Connecticut Conference of Municipalities (CCM) is offering free, for member municipalities' staff members, a variety of municipal training workshops through August. R. Salisbury also expressed interest in attending the workshop.

Adjournment: P. Rabbitt made a motion, seconded by N. Delmonico to adjourn at 8:30 p.m. All voted in favor of the motion.

Attest: _____
Joyce A. Gustavson, Board of Finance Clerk