

September 12, 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, and Neil Delmonico. Members' absent- Bruce Lindberg.

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

Also present-Leatrice Shippee, Frank Bood and Jon Turban (7:04 p.m.)

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

**Audience of Citizens:** 1) L. Shippee, Chairman, of the Board of Education, (BOE) reported that the BOE is opening their negotiations with the Sterling Education Association (SEA). Representing the BOE are Jon Turban and Rosalind Choquette and representing Sterling Community School is Gail Lanza. In the past the Board of Finance has appointed a non-voting member to be part of the negotiations. This item shall be discussed at the October meeting. 2) D. Shippee introduced Sherri Soucy, Treasurer to the Board. 3) Frank Bood, Chairman of the Energy Committee reported that a Request for Proposal (RFP) shall be sent out seeking proposals to furnish and install one (1) new 150k generator, including excavation and paving, and fencing. The Energy Committee is scheduled to meet tomorrow, 9/13/2018. There are no install contractors listed on the State Contracting Portal.

**Correspondence:** None.

**Approval of Minutes:** R. Salisbury made a motion, seconded by N. Cook to approve the 6/13/2018 monthly meeting minutes and the 7/18/2018 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 reports for month ending 6/30/2018, 7/31/2018, and 8/31/2018 were submitted and reviewed.

**b. I.T. Upgrades for the Sterling Municipal Building:** J. Gustavson reported that the Computer Assessment Committee met last month and Adam Belesimo, Chairman, shall write a Request for Proposal (RFP) for the replacement of the computers (not to exceed forty (40) percent) at the Sterling Municipal Building. The Committee is scheduled to meet on Wednesday, 9/26/2018 to discuss the criteria.

**c. Discussion with Board of Education Regarding FY 17-18 Budget:** J. Gustavson reported that she received an email from Deana Chrzan, Business Manager at Sterling Community School, dated 9/11/2018 stating that the year end report for FY 2017-2018 indicates no shortage. The final balance reflects a surplus of \$103,609, subject to change pending the final audit. No action needed and this item shall be removed from the agenda.

**d. Shared Business Manager:** It is the general consensus of the Board of Selectmen and Board of Finance that the Town does not need a shared business manager at this time. R. Salisbury made a motion, seconded by P. Rabbitt to remove this item from the agenda. All voted in favor of the motion.

**e. Treasurer's Quarterly Report:** The report for the quarter ending 6/30/2018 was submitted for review. Sherri Soucy, Treasurer gave a brief summary of changes she would like to implement for FY 2019-2020 Board of Selectmen's Budget.

**f. 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 6/30/2018 was submitted and reviewed.

**g. Board of Education and Board of Selectmen's FY 2017-2018 Year End Report:** The Board of Education and the Board of Selectmen's year end report for the period ending 6/30/2018 was submitted and reviewed. The unaudited reports reflect that the Board of Education has a surplus of \$103,609.36 and the Board of Selectmen has a surplus of \$27,186.56.

**New Business:**

**a. Request for Expenditure – Generator – Sterling Community School:** D. Shippee stated that once the Energy Committee presents concrete numbers for the generator for the Sterling Community School the expenditure should be expended out of the Board of Selectmen's Budget – Capital

Accounts – Facilities Maintenance. R. Salisbury made a motion, seconded by N. Cook to table this item to the next meeting. All voted in favor of the motion.

**b. Request for Expenditure – Security and Technology Equipment – Board of Education’s Capital Account – SCS Fund:** The Board of Education requested approval for an expenditure from the Board of Education’s Capital Account – SCS Fund to upgrade security and technology equipment at the Sterling Community School, 251 Sterling Road, Sterling. R. Salisbury made a motion, seconded by N. Cook to approve the expenditure of \$46,105.60 from the Board of Education’s Capital Account – SCS Fund to purchase security and technology equipment. All voted in favor of the motion.

**c. Discussion Regarding Establishing Title 10 Education and Culture 10-248a Unexpended Education Funds Account:** D. Shippee reported that 10-248a Unexpended Education Funds Account is an account that the Board of Finance can make an appropriation to for the school, provided such amount does not exceed one (1) percent of the total budgeted appropriation for such prior fiscal year. This account is managed by the Board of Education and expenditures from this account do not come before the Board of Finance.

**d. Consider & Act on 2017-2018 Board of Selectmen Budget Transfers:** S. Soucy, Treasurer, submitted the Board of Selectmen’s FY 2017-2018 Budget Transfer Requests. N. Cook made a motion, seconded by P. Rabbitt to approve the transfers as presented in the Board of Selectmen’s 2017-2018 Budget in the amount of \$47,151.85. All voted in favor of the motion.

**Any Other Business to Come Before the Board of Finance:** None.

**Adjournment:** P. Rabbitt made a motion, seconded by R. Salisbury to adjourn at 8:15 p.m. All voted in favor of the motion.

Attest:

Joyce A. Gustavson, Board of Finance Clerk

STERLING BOARD OF SELECTMEN 2017-2018 BUDGET TRANSFER REQUEST			
<b>Budget bottom line overspent</b>		<b>Transfer from Accounts</b>	
<b>Treasurer</b>		<b>Economic Development</b>	
Bank fees	-\$5.00	Operations	\$15,356.00
<b>Revenue Collector</b>			
Refunds	-\$15,415.99	<b>Assessor</b>	
Computer Services	-\$893.52	Comp Software/Maint	\$6,286.00
<b>Auditor</b>			
Auditor-Audit	-\$4,942.50		
Auditor-Other	-\$1,425.50		
<b>Transfer Station</b>			
Transfer Station-TS	-\$282.82		
<b>Highway Dept</b>			
Contracted Services	\$2,923.61	<b>Insurance &amp; Bonds</b>	
<b>Public Safety</b>		Workers Comp-Ins.	\$9,000.00
Electricity-Street Lights	-\$13,579.71	Vehicle Ins.	\$3,000.00
Paramedic Intercept	-\$2,525.56	<b>Snow Removal</b>	
<b>Professional Expenses</b>		Contracted Services	\$12,000.00
Engineering Services	-\$6,646.33		
<b>Library</b>		Sand & Salt	\$1,509.85
Computer Services	-\$999.32		
Maintenance	-\$3,359.21		
	-\$47,151.85		\$47,151.85