

November 14, 2018

The monthly meeting of the Sterling Board of Finance was called to order at 7:02 p.m. by Chairman David Shippee. Other members' present- Bruce Lindberg, Neil Cook, Robert Salisbury, Neil Delmonico, and Peter Rabbitt.

Staff present-Russell Gray and Joyce Gustavson.

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

Audience of Citizens: No comment.

Correspondence: D. Shippee reported that he received a letter dated 10/19/2018 from Melissa Frink addressing inappropriate actions and behaviors that she endured during her service with Northeastern Connecticut Council of Governments (NECCOG) (copy on file).

Approval of Minutes: N. Cook made a motion, seconded by R. Salisbury to approve the 10/10/2018 monthly 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 10/31/2018 was submitted and reviewed.

b. I.T. Upgrades for the Sterling Municipal Building: J. Gustavson reported that Eric Gould of Savage Systems, LLC is meeting with staff tomorrow, 11/15/2018 to assist in putting together a Bid Specification Sheet for the replacement of desktop computers. R. Salisbury expressed interest in attending the meeting.

c. Request for Expenditure – Generator – Sterling Community School:

1. Confirm 10/24 Email Vote - \$79,395 – Standby Generator plus \$320 for Performance and Payment Bond:

An email vote was taken on 10/24/2018 to approve the request from the Board of Selectmen to expend \$79,395 for a standby generator plus \$320 for the Performance and Payment Bond from Millennium Electric, LLC for a total amount of \$79,715. N. Cook made a motion, seconded by R. Salisbury to confirm the email vote of 10/24/2018 to approve an expenditure from the Board of Selectmen's Budget – Capital Accounts – Facilities Maintenance for the purchase of one (1) standby generator for the Sterling Community School, 251 Sterling Road in the amount of \$79,395 plus the Performance and Payment Bond in the amount of \$320 for a total amount of \$79,715 from Millennium Electric, LLC, 999 Ekonk Hill Road, Voluntown, CT 06384.

D. Shippee-aye; B. Lindberg-aye; N. Cook-aye; P. Rabbitt-aye; R. Salisbury-aye; and N. Delmonico-aye. Motion carries.

2. Confirm 10/24 Email Vote - \$10,000 – Startup Fuel and Contingency Funds: An email vote was taken on 10/24/2018 to approve the request from the Board of Selectmen to expend \$10,000 for startup fuel and contingency funds. N. Cook made a motion, seconded by R. Salisbury to confirm the email vote of 10/24/2018 to approve an expenditure from the Board of Selectmen's Budget – Capital Accounts – Facilities Maintenance for the purchase of startup fuel and contingency funds for the standby generator for the Sterling Community School, 251 Sterling Road in the amount of \$10,000.

D. Shippee-aye; B. Lindberg-aye; N. Cook-aye; P. Rabbitt-aye; R. Salisbury-aye; and N. Delmonico-aye. Motion carries.

3. Confirm 10/24 Email Vote - \$10,000 – Removal of Emergency Batteries in the School

Lighting System: An email vote was taken on 10/24/2018 to approve the request from the Board of Selectmen to expend \$10,000 for the removal of emergency batteries in the school lighting system.

Discussion was held on whether or not the \$10,000 would also include the disposal of the batteries and who is performing the work. N. Cook made a motion, seconded by N. Delmonico to table the confirmation of the 10/24/2018 email vote as more information is needed on how the \$10,000 will be expended and who is performing the work. All voted in favor of the motion.

d. Election of Officers: Discussion was held on whether or not election of officers should be held every November or every two (2) years after the municipal election is held. N. Cook made a motion, seconded by P. Rabbitt to hold election of officers every year after the municipal election is held. All voted in favor of the motion.

Nominations were opened for Chair: N. Cook nominated David Shippee. This was seconded by R. Salisbury. There were no other nominations. All voted in favor of D. Shippee as Chair.

Nominations were opened for Vice Chair: N. Cook nominated Robert Salisbury. This was seconded by P. Rabbitt. There were no other nominations. All voted in favor of R. Salisbury as Vice Chair.

Nominations were opened for Clerk: N. Delmonico nominated Joyce Gustavson. This was seconded by N. Cook. There were no other nominations. All voted in favor of J. Gustavson as Clerk.

New Business:

a. Sterling Community School Minimum Budget Requirement (MBR) for FY 2018-2019: D.

Shippee reported that the school received a letter from the State of Connecticut, Department of Education, dated 10/26/2018 requesting the Town provide additional funds to the Board of Education (BOE) budget in the amount of \$686 in order for the (BOE) to be in compliance with meeting the 2018-2019 Minimum Budget Requirement (MBR) for the 2018-2019 school year. D. Shippee also reported that he received a letter dated 11/7/2018 from Gail Lanza, Superintendent of Sterling Public Schools in response to the State's letter. The BOE has directed G. Lanza to request that the Town provide additional funds in the amount of \$686 in order for the Board of Education to be in compliance with meeting the 2018-2019 Minimum Budget Requirement (MBR) for the 2018-2019 school year. D. Shippee stated that failure to meet the 2018-2019 MBR results in a forfeiture of Education Cost Sharing (ECS) grant funds in the amount equal to two (2) times the shortfall. Based on the current shortfall of \$686, the reduction to the ECS grant would equal \$1,372. R. Salisbury made a motion, seconded by N. Cook to approve an appropriation from the Town's Fund Balance in the amount of \$686 to the Board of Education's FY 2018-2019 budget. All voted in favor of the motion.

Any Other Business to Come Before the Board of Finance: Discussion was held to schedule a Tri-Board meeting in January.

Adjournment: P. Rabbitt made a motion, seconded by N. Delmonico to adjourn at 7:40 p.m. All voted in favor of the motion.

Attest: _____

Joyce A. Gustavson, Board of Finance Clerk