

November 13, 2019

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-Robert Salisbury, Neil Delmonico, Neil Cook, and Peter Rabbitt. Members' absent-Bruce Lindberg.

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

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

Audience of Citizens: None.

Correspondence: None.

Approval of Minutes: N. Cook made a motion, seconded by N. Delmonico to approve the 10/9/2019 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 10/31/2019 was submitted and reviewed.

b. I.T. Upgrades for the Sterling Municipal Building: J. Gustavson reported that word documents can be accessed from different work stations, but not the programs. Also, WIFI is up and running throughout the building.

c. Confirm 10/21 Telephone Vote - \$6,209.52 – Expenditure from Board of Education's Capital Account – SCS Fund for Closure of Fence from Corner of Existing Building along Walkway and Terminating at the Tree Line: A telephone vote was taken on 10/21/2019 to approve the request from the Board of Education to expend \$6,209.52 for closure of fence from corner of existing building along walkway and terminating at the tree line. R. Salisbury made a motion, seconded by N. Delmonico to confirm the telephone vote of 10/21/2019 to approve an expenditure from the Board of Education's Capital Account – SCS Fund for closure of fence from corner of existing building along walkway and terminating at the tree line at the Sterling Community School, 251 Sterling Road in the amount of \$6,209.52. D. Shippee-aye; P. Rabbitt-aye; R. Salisbury-aye; N. Delmonico-aye; N. Cook-abstained; and B. Lindberg-abstained. Motion carries.

New Business:

a. Consider & Act on 2020 Schedule of Meetings: The 2020 meeting schedule has the November Board meeting scheduled for the week before Veteran's Day. Discussion was held on whether the meeting should be held the week before Veteran's Day or the week after. It is the consensus of the Board of Finance to schedule the November meeting for the third Wednesday of November. N. Cook made a motion, seconded by N. Delmonico to approve the 2020 Meeting Schedule with a change from November 4 to November 18. All voted in favor of the motion.

b. Election of Officers: After a Municipal election, new board terms begin the second Tuesday after an election. R. Salisbury made a motion, seconded by P. Rabbitt to table this item to the next meeting. All voted in favor of the motion.

c. Update Regarding the 2018-2019 Audit: Per the request of Chairman D. Shippee, J. Gustavson reported that she received an email from Stephanie Brown of Hoyt, Filippetti & Malaghan, LLC dated 11/8/2019 updating the Board of Finance on the audit. "As on Monday afternoon, November 4, we received the final trial balances for each fund and have begun our testing. Yesterday, November 7, we were at the Board of Education and have one more day scheduled to return for some cleanup and the EFS agreed upon procedure. We are still early in the process and will update you once we are further along. In order to determine if an extension may be necessary, we would need to know your December meeting schedule" (copy on file).

d. Treasurer's Quarterly Report: The report was submitted for review. D. Shippee asked to table the Treasurer's Report to the next meeting. 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. Board of Education's Quarterly Report: The report was submitted and reviewed.

f. Update Regarding Solar Project at the Town Hall Municipal Building and the Sterling Community School: L. Cooper stated that he and R. Gray attended a meeting last week at the Sterling Community School with Greenskies and Titan Energy. The school had a list of questions for Greenskies and Greenskies had a list of concerns to be addressed with the school. The consensus was that there would be little conflict with scheduling. Solar at the Town Municipal Building and Sterling Community

School should be up and running by April 1st. The Sterling Community School will have a solar array on the ground, as well as, two (2) roof top sections; the gymnasium and the building next to it. The Municipal Building will have ground mounted solar.

g. Update Regarding Upgrades to the Sterling Municipal Building – 1183 Plainfield Pike: L.

Cooper reported that the contractor ordered the columns and we are waiting for them to be delivered and at that time the aluminum trim will be finished.

h. Consider & Act on 2018-2019 Board of Selectmen Budget Transfers: N. Cook made a motion, seconded by R. Salisbury to approve the transfers as presented in the Board of Selectmen's 2018-2019 Budget in the amount of \$33,878.29. All voted in favor of the motion.

STERLING BOARD OF SELECTMEN

2018-2019 BUDGET TRANSFER REQUEST

Budget bottom line overspent		Transfer from Accounts	
Public Safety		Economic Development	
Intercept	-\$264.94	Operations	\$11,825.00
Animal Control		Town Hall-Expenses	
Canine Program	-\$0.15	Heat-Repairs	\$3,459.25
Professional Expenses		Snow Removal	
Engineering Services	-\$13,781.55	Contracted Services	\$18,594.04
Community Center			
Electricity	-\$2,925.14		
Telephone	-\$74.00		
Heat/Fuel	-\$7,288.51		
Maintenance	-\$4,907.89		
Wages			
Library	-\$322.61		
Bond Debt			
Financial Advisor	-\$4,313.50		
	-\$33,878.29		\$33,878.29

Any Other Business to Come Before the Board of Finance: 1) N. Cook received a letter regarding the balance (\$350,000 +/-) in the Sterling Community Board of Education's Capital Account – SCS Fund and wanted to confirm if that was correct. D. Shippee stated yes. The school can spend this fund anyway they want on a capital project with Board of Education and Board of Finance approval. A Town meeting is not required. 2) D. Shippee discussed changing the current sign at the Town Municipal Building with a digital sign. Gagnon Sign in Danielson has been contacted.

Adjournment: N. Cook made a motion, seconded by P. Rabbitt to adjourn at 7:50 p.m. All voted in favor of the motion.

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