

March 30, 2022

- I. Call to Order: The Special Meeting of the Sterling Board of Finance was called to order at 6:00 p.m. by Chairman Robert Salisbury. Other members' present-Neil Delmonico, James Molodich, Steve Offiler, Christine Farrugia, and Tracie Adams. Also present-Link Cooper, David Shippee, Jack Joslyn, Sandra Lisee, Sherri Soucy, Frank Bood, and Joyce Gustavson.
- II. Pledge of Allegiance: Everyone stood to recite the Pledge of Allegiance.
- III. Presentation by Revenue Collector: Sandra Lisee, Revenue Collector, reviewed Tax 5 Dashboard, which is the Tax System utilized by the Revenue Collector. The Tax 5 Dashboard is a quick overview of the percent collected on real estate taxes, personal property taxes, and motor vehicle taxes. It does not reflect refunds, overpayments, or adjustments from the Assessor. The Tax Collector's Grand Ratebook Balance Sheet Report for the month ending 2/28/2022 was submitted and reviewed. S. Lisee reported 94.37 percent of taxes have been collected through 2/28/2022.
- IV. Presentation by Treasurer: Sherri Soucy, Treasurer, explained that she is responsible for the Town Budget, Accounts Payables and Receivables, Grants, etc. The Board of Selectmen's proposed 2022-2023 budget was reviewed and discussed. S. Soucy also stated that she is responsible for twenty (20) plus accounts including General Fund, Capital, School, Library, Family Day, Recreation, Radon, Cemeteries, etc. Discussion was held on the various bank accounts.
- V. Request by Board of Selectmen for Expenditure to Purchase Heavy Duty HP Tractor, Over the Rail Mower, Heavy Duty Post Hole Digger, and PTO Debris Blower for the Highway Garage, Main Street – Town's Fund Balance – Not to Exceed \$180,000: L. Cooper reported that the Board of Selectmen received three (3) bids. The bids were reviewed by the Highway Department and the Board of Selectmen and it is the consensus that the tractor, over the rail mower, post hole digger and blower from D. H. Marvin & Son, Inc. best meet the needs of what the Town is looking to acquire. As of April 1, the over the rail mower shall increase by five (5) percent and that is the reason the Board is asking for a contingency in the amount of \$39,921.98. C. Farrugia made a motion, seconded by N. Delmonico to approve the expenditure pending Town Meeting Approval and not to exceed \$180,000 as follows from the General Fund to Capital Equipment Fund: \$66,462.01 for a John Deere Heavy Duty 90 HP Tractor; \$65,489.01 for a Tiger Bengal Over the Rail Mower; \$1,647 for a Woods Heavy Duty Post Hole Digger; \$6,480 for a PTO Debris Blower; and \$39,921.98 contingency for any markup. All voted in favor of the motion.
- VI. Discussion Regarding Town Audit: R. Salisbury inquired about the fourth (4<sup>th</sup>) extension request and what the cost will be to hire an accountant. S. Soucy reported that the Board of Education and the Town are off by \$20,000 and are trying to locate the error in order to balance. Due to staff turnover, new software, and accounts from Quickbooks being transferred as a lump sum, the conversion has not been a smooth process.
- VII. Adjournment: C. Farrugia made a motion, seconded by N. Delmonico, to adjourn at 7:20 p.m. All voted in favor of the motion.

Attest: \_\_\_\_\_

Joyce A. Gustavson, Board of Finance Clerk