

April 13, 2022

The monthly meeting of the Sterling Board of Finance was called to order at 7:00 p.m. by Chairman Robert Salisbury. Other members' present-Neil Delmonico, Jim Molodich, Steve Offiler, Christine Farrugia, and Tracie Adams.

Staff present-Link Cooper, David Shippee, Jack Joslyn, Susan Rourke, Christine Chandler, Courtney Brannon, Joyce Gustavson, and Jason Licciardi (7:15 p.m.).

Also present-Frank Bood, Courtney Langlois, Leatrice Shippee, Dottie Capobianco, Michael Rouillard, Jennifer Mossner, and Victoria Robinson-Lewis.

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

**Audience of Citizens:** No comment.

**Correspondence:** None.

**Approval of Minutes:** S. Offiler made a motion, seconded by T. Adams to approve the 2/9/2022 monthly meeting minutes and the 3/30/2022 special meeting minutes as written and presented. All voted in favor of the motion.

J. Molodich made a motion, seconded by N. Delmonico to move New Business Items b., c., and d. ahead of Unfinished Business. All voted in favor of the motion.

#### **New Business:**

**b. Consider & Act on 2022-2023 Board of Education Proposed Budget:** S. Rourke, Interim Superintendent presented the proposed Board of Education budget for Fiscal Year 2022-2023 stating a zero-based budgeting process. Grant revenue, such as School Readiness, Title I, and ESSER were discussed, as well as budget updates which include the addition of a music teacher, world language/Spanish teacher, security officer, paraeducators, etc. Other items discussed include budget data and details by object, budget assumptions, and enrollment data. The proposed 2022-2023 budget request is \$8,255,285. Estimated revenue is \$3,174,585 leaving \$5,080,700 to be raised by taxes. R. Salisbury stated that this budget represents 20.75 mils.

The worth of one (1) mil is \$244,802.

**c. Consider & Act on 2022-2023 Board of Selectmen Proposed Budget:** L. Cooper, First Selectman presented the proposed Board of Selectmen budget for Fiscal Year 2022-2023 stating that this budget represents a zero-mil increase. Sources of revenues were discussed. The grand list increased allowing the need to increase some expenditure items. The proposed 2022-2023 budget request is \$3,288,083. Estimated revenue is \$549,151 leaving \$2,738,932 to be raised by taxes. R. Salisbury stated that this budget represents 11.19 mils.

**d. Consider & Act on Board of Selectmen Proposed 2022-2023 Local Capital Improvement Plan (LoCIP):** L. Cooper presented the proposed 2022-2023 Local Capital Improvement Plan (LoCIP) and budget stating that the March 2021 entitlement is \$41,658 to be used for road repairs.

#### **Unfinished Business:**

**a. Tax Collector's Grand Ratebook Balance Sheet Report:** The report for month ending 3/31/2022, was submitted and reviewed.

**b. I.T. Upgrades for the Sterling Municipal Building:** J. Gustavson reported that the Town is waiting for Breezeline to make the transfer of lines.

#### **New Business Cont'd.:**

**a. Election of Officers:** Nominations were opened for Chair: T. Adams nominated Robert Salisbury. This was seconded by N. Delmonico. There were no other nominations. All voted in favor of R. Salisbury as Chair. Nominations were opened for Vice Chair: C. Farrugia nominated Neil Delmonico. This was seconded by S. Offiler. There were no other nominations. All voted in favor of N. Delmonico as Vice Chair. Nominations were opened for Clerk: N. Delmonico nominated Joyce Gustavson. This was seconded by J. Molodich. There were no other nominations. All voted in favor of J. Gustavson as Clerk.

**b. Consider & Act on 2022-2023 Board of Education Proposed Budget:** The Board of Education presented their proposed 2022-2023 budget earlier tonight. S. Offiler made a motion, seconded by N.

Delmonico to approve the Board of Education's proposed 2022-2023 budget in the amount of \$8,255,285. All voted in favor of the motion.

**c. Consider & Act on 2022-2023 Board of Selectmen Proposed Budget:** The Board of Selectmen presented their proposed 2022-2023 budget earlier tonight. J. Molodich made a motion, seconded by C. Farrugia to approve the Board of Selectmen's proposed 2022-2023 budget in the amount of \$3,288,083. All voted in favor of the motion.

**d. Consider & Act on Board of Selectmen Proposed 2022-2023 Local Capital Improvement Plan (LoCIP):** N. Delmonico made a motion, seconded by S. Offiler to approve the 2022-2023 Local Capital Improvement Plan (LoCIP) in the amount of \$41,658 as it was presented this evening and not make any changes to it. All voted in favor of the motion.

**e. Consider & Act on Budget Schedule for 2022-2023:** The tentative dates are as follows: Public Hearing, Wednesday, May 11, 2022 at 7:00 p.m.; Town Meeting, Wednesday, May 25, 2022 at 7:00 p.m.; and the referendum on Wednesday, June 1, 2022 in the Town Hall Gym, 1183 Plainfield Pike, Oneco, CT.

**f. Request by Sterling Community School for Upgrades to Fire Alarm Panel, 251 Sterling Road, SCS Fund - \$24,950:** S. Rourke, submitted a letter to the Board of Finance dated 3/31/2022 requesting to expend \$24,950 to replace the smoke detectors to keep the school safe and in compliance. C. Farrugia made a motion, seconded by S. Offiler to approve an expenditure in the amount of \$24,950 from the Board of Education's Capital Account – SCS Fund to Siemens Industry, Inc. to replace the smoke detectors at the Sterling Community School, 251 Sterling Road, Sterling, CT to keep the school safe and in compliance. All voted in favor of the motion.

**g. Appointment of Auditor for Fiscal Year Ending June 30, 2022:** S. Offiler made a motion, seconded by N. Delmonico to confirm the appointment of Hoyt, Filippetti & Malaghan, LLC, Certified Public Accountants, 1041 Poquonnock Road, Groton, CT 06340 as the Town of Sterling Auditor for Fiscal Year ending 6/30/2022. All voted in favor of the motion.

**h. Consider & Act on Revenue Collector's Suspense List for FY 7/1/2021-6/30/2022:** Sandra Lisee, Revenue Collector submitted the Suspense List for action by the Board of Finance to approve the transfer of certain uncollected taxes to the Suspense Tax Book as follows: J. Molodich made a motion, seconded by T. Adams to approve the Motor Vehicle Supplement Suspense List 2019, FY 7/1/2021-6/30/2022 in the amount of \$43,101.34. All voted in favor of the motion. J. Molodich made a motion, seconded by T. Adams to approve the Personal Property Suspense List 2019, FY 7/1/2021-6/30/2022 in the amount of \$33,330.41. All voted in favor of the motion. J. Molodich made a motion, seconded by T. Adams to approve the Motor Vehicle Suspense List 2019, FY 7/1/2021-6/30/2022 in the amount of \$22,995.35. All voted in favor of the motion.

**i. Request by Board of Selectmen for Expenditure to Install Six (6) Smoke Detectors in the Library and Clothing Bank Rooms, 1183 Plainfield Pike – Facilities Maintenance Fund - \$2,481.28:** L. Cooper presented the request to expend \$2,481.28 to install six (6) smoke detectors in the Library and Clothing Bank Rooms to comply with State code. N. Delmonico made a motion, seconded by J. Molodich to approve the expenditure in the amount of \$2,481.28 from the Capital Account - Facilities Maintenance to Venture Communications & Security, LLC, 321 Main Street, Danielson, CT 06239 to install six (6) smoke detectors in the Library and Clothing Bank Rooms located at the Sterling Municipal Building, 1183 Plainfield Pike. All voted in favor of the motion.

**j. Request by the Board of Selectmen for Expenditure to Repair the Cuploa, 1183 Plainfield Pike – Facilities Maintenance Fund - \$1,200:** L. Cooper reported that the cupola over the main entrance to the building needs to be repaired. S. Offiler made a motion, seconded by J. Molodich to approve the expenditure in the amount of \$1,200 from the Capital Account – Facilities Maintenance to Robert Battey of RWB Construction, 238 Calvin French Road, Sterling, CT 06377 to repair the cupola over the main entrance of the Sterling Municipal Building, 1183 Plainfield Pike. All voted in favor of the motion.

**k. Discussion Regarding Fund Balance:** R. Salisbury discussed the General Fund Budget Detailed Report to Actual Report Expenses to date. Further discussion for monthly reports shall continue moving forward.

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

**Adjournment:** T. Adams made a motion, seconded by S. Offiler to adjourn at 8:15 p.m. All voted in favor of the motion.

Attest: \_\_\_\_\_  
Joyce A. Gustavson, Board of Finance Clerk