

**Finance Committee/Capital Committee Meeting Minutes**  
**November 16, 2015**  
**Butterick Building - Room 205**

The joint meeting of the Finance Committee and Capital Committee was called to order at 6:07 PM.

**In Attendance:** Bob Brown, Jerry Kokernak, Ed Sweet, Barbara Bartlett, Mary Cliett, Joe Sova, and Town Administrator Michael Szlosek  
Absent: Cynthia Secord, Arden Sonnenberg and Michael Murphy

**Approve Minutes of Prior Meeting:** Minutes of the Finance Committee meeting held on September 21, 2015 were reviewed. Bob Brown made a motion to approve the minutes and Mary Cliett seconded the motion. Jerry Kokernak, Barbara Bartlett and Joe Sova were in favor and the motion carried. Ed Sweet abstained as he had not been present at the meeting.

Minutes of the Capital Committee meeting of April 7, 2015 were also reviewed. Jerry Kokernak made a motion to approve the minutes and Bob Brown seconded. Mary Cliett and Joe Sova were also in favor and the motion carried.

**Other Business:**

Town Administrator Michael Szlosek presented a Reserve Fund Transfer request for roof repairs at the police station. A water shield had never been installed, causing the buildup of ice dams. The request was for an additional \$15,000.00 to install an ice and water barrier and ice belt, to supplement \$10,000.00 which had been previously approved for the project. After discussion, Jerry Kokernak made a motion to approve the RFT, and it was seconded by Mary Cliett. All were in favor and the motion carried.

Sarah Culgin, the Building Inspector for Sterling, attended the meeting seeking Finance Committee approval for increased hours for herself and her Administrative Assistant, due to an increase in the number of inspections being done, resulting in notable extra work. Sarah presented a Building Department Work Load and Revenue Summary worksheet, comparing the period from 8/6/2015 through 11/6/2015 with the same 3-month period in 2014. It showed a significant change in the number of inspections being done and total permits issued.

Sarah would like to increase her hours from 25 to 32 per week, and would like the Administrative Assistant's position to become full time. The increase in revenue from permits issued would cover the additional expense.

Bob Brown noted the Personnel Board would have to approve a change in hours and the Finance Committee can only offer a recommendation to approve the request at the Special Town Meeting in May 2016. These changes in hours would be funded from the stabilization fund or free cash. A motion to support an article to increase funding, contingent on Personnel Board approval, was made by Bob Brown and seconded by Ed Sweet. All were in favor and the motion carried.

Town Administrator Szlosek lead a brief discussion on the Special Town Meeting held on November 19, 2015.

Chairman Joe Sova noted both the Finance Committee and Capital Committee are to attend a meeting with the Board of Selectmen on November 18, 2015, to discuss budget parameters.

Jerry Kokernak brought up OPEB, asking how the Finance Committee would like to proceed on this issue. After discussion, Jerry offered to contact Bartholomew and have a representative attend the next meeting. This will be added to the agenda.

Per Bob Brown, revenue projections for FY17 will soon be needed from the Finance Committee. Projections were discussed and Bob Brown made a motion that the Committee support level services for FY17. Barbara Bartlett seconded the motion and all were in favor. The motion carried.

TA Michael Szlosek presented a draft of an Annual Town Meeting/Town Election Schedule. The schedule was reviewed and discussed. Selectwoman Maureen Cranson, who was in attendance at the meeting, suggested a joint meeting of the Finance Committee and Board of Selectmen when the committee meets with department heads to review the FY17 budget.

Chairman Joe Sova mentioned the Capital Committee needs to reorganize at the next meeting.

**Schedule Next Meeting:**

The next meeting was scheduled for November 30, 2015, at 6:00 PM in Room 205 of the Butterick Building.

**Adjourn:**

Ed Sweet made a motion to adjourn, which was seconded by Bob Brown. The motion carried and the meeting adjourned at 7:42 PM.