

Town of Sterling
Finance Committee and Capital Committee Meeting Minutes
Select Board Attendance for Presentations by Town Departments
Joint Meeting
March 13, 2021
Zoom and Butterick Building

The Capital Budget Committee called to order at 9:00 AM

The Finance Committee called to order at 9:00 AM

In Attendance for the Capital Budget Committee:

Todd Chapman, Chair, Ezequiel Ayala, Lynne Sheppard, Bob Brown, Mary Cliett

In Attendance for the Finance Committee:

Todd Chapman, Chair, Ezequiel Ayala, George Handy, Chris Paquette, Mary Cliett

In Attendance for the Selectboard: Maureen Cranson, Chair, Arden Sonnenberg, John Kilcoyne

Also Attending: Fred Aponte, Town Accountant and Kellie Hebert, Town Administrator, Valerie Handy, Recording Secretary for the Capital Budget Committee and Finance Committee

Budget Hearings:

Treasurer Collector/Health Insurance – Vicki Smith

Electronic time sheet conversion expense will decrease errors and avoid duplication of recording.

Other major expense line items: payroll, health insurance, postage, retirement contributions.

Library – Pat Campbell

Request of \$330K capital consists of approved \$50K design study and balance for elevator construction.

Will pursue a state grant to cover half the cost; grant not guaranteed.

DPW - Paul Lyons

Town roads are in bad shape and Chapter 90 monies will not cover infrastructure costs. The DPW

Request (\$233K) is not for a complete road build; just maintenance and repair for specified road sections

Police – Chief Gary Chamberland

\$40K for Radio Tower to provide signal for new apartment complex at Leominster line.

Fire/EMS – Chief David Hurlbot

30% increase in ambulance wages due to additional paramedic.

Rescue 1 replacement will be smaller, more functional truck. Jaws of Life replacement

Board of Health – David Favreau

Additional staffing needs are still being reviewed

Facilities-Fred Aponte

Oil tank removal is a FY22 must. Butterick roof requires repair, exact scope still being determined.

1835 Committee- Carl Corrinne

\$35K for air conditioning will improve functionality of the building.

Historic Commission – Cathy Harragian

\$8K for Chocksett Cemetery repairs. \$30K for repairs to West Sterling School

Town Clerk - Kathy Farrell - Unavailable for presentation, will provide info separately

Sr. Center/COA - Veronica Buckley

Van Driver wage increase; current salary grades inconsistent with tasks performed, proposed increase

Entirely funded by MART reimbursement to the town.

Accounting- Fred Aponte

Information Tech expenses (software, monitors, service contracts) driven by increase in usage.

Town Administrator – Kellie Hebert

HR/Personnel – Kellie Hebert

No FY22 funds budgeted yet. Discussed potential staffing/salary study by an independent consultant.

Planning /PB/ZBA- Domenica Tatasciore

Current 37hr/week administrative assistant position to be supplemented with additional 19hr or

20hr/week administrative position.

Building Department – Kellie Hebert

Department currently without Town Building Inspector. A plan is being implemented to provide inspection,

A sum of \$58K was discussed to provide a lead inspector at 19 hours per week.

Additional administrative hours are also needed.

Other Committee Business: None

Adjourn – CBC: Motion to adjourn was made by Todd Chapman and 2nd by Lynne Sheppard

Roll Call: Unanimously supported. Meeting adjourned at 1:31pm.

Adjourn – Fincom:

A motion to adjourn the Finance Committee was made by Mary Cliett and seconded by Ezequiel Ayala.

Roll Call: Unanimously supported. Meeting adjourned at 1:31pm.