

**Town of Sterling  
Finance Committee Meeting Minutes  
March 18, 2019  
Butterick Building, Room 201**

Committee Chairman Joe Sova called the meeting to order at 6:00 PM.

**In Attendance:**

Joe Sova, Mary Cliett, Everett Heller, Todd Chapman, and Steve Staudaher  
Also in Attendance: Town Administrator Ross Perry, and Selectman Richard Lane

**Approval of Prior Meeting Minutes:**

Todd Chapman made a motion to approve minutes of the February 25, 2019 meeting and Steve Staudaher seconded the motion. Unanimous vote.

A motion to approve minutes of the March 2, 2019 meeting was made by Everett Heller and seconded by Mary Cliett. All in favor; motion carried.

A motion to approve Finance Committee minutes only for the joint meeting with the Capital Budget Committee was made by Everett Heller and seconded by Steve Staudaher. All members in favor, motion carried.

**Revenue Projections, Tax Recap and Debt Schedules:**

Town Administrator Perry distributed updated budget worksheets and noted a 7.89% increase in the DPW trash pickup line item, due to a contract renewal. He also commented on a 10.53% decrease in the DPW budget due to a new contract for health insurance.

An FY20 Budget Recap, noting appropriations, other amounts to be raised, and revenue sources, was reviewed. Mr. Perry indicated the information provided is not final at this time.

Chairman Sova will provide an explanation on the Debt Schedule, which is old debt due to be paid off, at the next meeting.

**Discussion of Town Meeting Articles - Vote Preliminary Recommendations:**

Votes taken:

**FY20 Town Operating Budget:**

A motion to recommend passage of this article was made by Everett Heller and seconded by Steve Staudaher. All in favor, motion carried.

**Compensation for Elected Officers:**

Everett Heller made a motion to recommend support of this article and Mary Cliett seconded the motion. All were in favor and the motion carried.

**Fund Deficit Due to Snow and Ice:**

The Finance Committee will report at town meeting on this article.

**Transfer Certified Free Cash to Capital Fund:**

Everett Heller made a motion that the Finance Committee report at Town Meeting on this article. Steve Staudaher seconded the motion. Unanimous vote.

**Transfer Certified Free Cash to Stabilization Fund:**

A motion was made by Everett Heller that the Finance Committee report at Town Meeting on this article. The motion was seconded by Steve Staudaher. Unanimous vote.

**Transfer Balances from Old Warrant Articles to the Capital Fund:**

Everett Heller made a motion that the Finance Committee recommend support of this article and Mary Cliett seconded the motion. All in favor, motion carried.

**Fiscal Year 2020 Capital Plan - Free Cash:**

Steve Staudaher made a motion that the Finance Committee recommend passage of this article. Todd Chapman seconded the motion. All in favor and the motion carried.

**Fiscal Year 2020 Capital Plan - Capital Investment Fund:**

Mary Cliett made a motion that the Finance Committee recommend support of monies for the Butterick Bldg. Roof, Butterick Bldg. Windows, 1835 Bldg. Septic System, and 1835 Bldg. Sprinkler System, and that the Finance Committee defer to Town Meeting floor regarding monies to repair the tennis and pickleball courts. Everett Heller seconded the motion. All were in favor and the motion carried.

After further discussion, Steve Staudaher made an amendment to the motion that the Finance Committee will report at Town Meeting on the repair to the tennis and pickleball courts, and a decision will be made at the next FinCom meeting, scheduled for March 25, 2019, if changing the vote. The decision will be determined after meetings of the Recreation Department and Board of Selectmen. Mary Cliett seconded the motion. Unanimous vote.

**Fiscal Year 2020 Capital Plan - Ambulance Receipts:**

A motion that FinCom recommend approval of this article was made by Mary Cliett and seconded by Everett Heller. All were in favor.

**Water Dept. Operation Enterprise Fund:**

After discussion on this article, Everett Heller made a motion that FinCom recommend approval and Steve Staudaher seconded the motion. Unanimous vote.

**Replace Water Main: Kendall Hill Road:**

TA Perry advised members this article, if approved, will be funded from the Water Department Enterprise Account and will have no impact on the tax rate. Steve Staudaher made a motion that FinCom recommend approval and Mary Cliett seconded the motion. All in favor, motion carried.

**Beginning of Consent Calendar****Set Salary of Municipal Light Board (Consent Calendar)**

Mary Cliett made a motion that the Finance Committee defer to the Selectmen on this article and Steve Staudaher seconded the motion. Unanimous vote.

**Reserve Fund for FY20 (Consent Calendar):**

Everett Heller made a motion that FinCom recommend passage of this article. Steve Staudaher seconded the motion. All in favor; motion carried.

**Chapter 90 Funding (Conent Calendar):**

Mary Cliett made a motion that the Finance Committee report at Town Meeting and Steve Staudaher seconded the motion. Unanimous vote.

**East Lake Waushacum Treatment (Consent Calendar):**

A motion that FinCom recommend approval of this article was made by Everett Heller, seconded by Steve Staudaher. Vote: Sova - aye; Staudaher - aye; Heller - aye; Chapman - aye. Mary Cliett recused herself as she lives in the lake area. Motion carried.

**Authorize Treasurer to Borrow Money (Consent Calendar):**

Mary Cliett made a motion that the Finance Committee recommend passage of this article and Steve Staudaher seconded. All in favor; motion carried.

**Compensating Balance Agreements (Consent Calendar):**

A motion that FinCom recommend passage of the article was made by Mary Cliett and seconded by Steve Staudaher. Unanimous vote.

**Tax Title Payments Agreements for Properties in Tax Title (Consent Calendar):**

Steve Staudaher made a motion that the Finance Committee recommend support of this article and Todd Chapman seconded the motion. Sova, Cliett, Chapman and Staudaher voted aye. Heller voted nay. The motion carried.

**Fund Wachusett Greenways Expenses (Consent Calendar):**

Everett Heller made a motion that FinCom recommend support of this article and Steve Staudaher seconded the motion. Unanimous vote.

**Revolving Funds Bylaw (Consent Calendar):**

Town Administrator Perry will have account balances available for Town Meeting. Everett Heller made a motion that the Finance Committee recommend passage and Steve Staudaher seconded the motion. Unanimous vote.

**Building Rental Revolving Fund (Consent Calendar):**

Mary Cliett made a motion that FinCom commend support of this article and Steve Staudaher seconded the motion. All in favor, motion carried.

**Conclusion of Consent Calendar****Increase Demand and Municipal Lien Certificate Fees Issued by Treasurer Collector:**

A motion that FinCom recommend support of this article was made by Mary Cliett and seconded by Todd Chapman. Unanimous vote.

**Amend the Personnel Policy to Include Merit and Longevity:**

Everett Heller made a motion that the Finance Committee recommend support of the article and Mary Cliett seconded the motion. Unanimous vote.

**Amendments to Personnel Bylaw Compensation Matrices:**

A motion that the Finance Committee recommend support of this article was made by Everett Heller and seconded by Mary Cliett. All in favor, motion carried.

**Fund Future Employee Health Insurance Increases:**

Everett Heller made a motion that FinCom recommend passage of the article and Todd Chapman seconded the motion. Unanimous vote.

**Appropriate Monies to the OPEB Trust Fund:**

A motion was made by Everett Heller that FinCom recommend approval of this article and Mary Cliett seconded the motion. With all in favor, the motion carried.

**Amendment to Protective Bylaw - Earth Removal:**

A motion was made by Everett Heller that the Finance Committee defer to their next meeting on the article and Steve Staudaher seconded the motion. Unanimous vote.

**Re-Zone Land on Westerly Side of Rte. 12:**

Mary Cliett made a motion that FinCom recommend support of this article and Todd Chapman seconded the motion. Unanimous vote.

**Sale of Land - 135 Rowley Hill Road:**

A motion to recommend passage of this article was made by Mary Cliett and seconded by Todd Chapman. All in favor, motion carried.

**Adopt MGL Chapter 40 U, Fines for Violations:**

Mary Cliett made a motion that FinCom recommend support of the article and Everett Heller seconded the motion. Unanimous vote.

**Amend the Town of Sterling Notice of Violation of Town Bylaws or Regulations:**

Steve Staudaher made a motion that FinCom recommend passage of the article and Mary Cliett seconded the motion. All in favor, motion carried.

**Fund Bills from FY19:**

A motion that FinCom recommend support of the article was made by Everett Heller and seconded by Mary Cliett. Unanimous vote.

**Citizens Petition: Clothing, Shoe, and Book Collection Boxes and Outside Bin(s) Bylaw:**

Member Todd Chapman did some independent research on this topic and found information indicating this citizens petition could cause possible litigation against the town. After discussion, Mary Cliett made a motion that the Finance Committee not support this article as it is written. Todd Chapman seconded the motion. All in favor and motion carried.

**Citizens Petition: Resolution Declaring Sterling a Pollinator-Friendly Community:**

Steve Staudaher made a motion that the Finance Committee defer to Town Meeting on this article and Todd Chapman seconded the motion. Unanimous vote.

**Citizens Petition: Amend the Zoning Bylaws Relative to Marijuana Establishments:**

A motion that the Finance Committee defer to Town Meeting on this article was made by Steve Staudaher and Mary Cliett seconded the motion. Sova, Staudaher, Cliett and Chapman - aye; Heller - nay. Motion carried.

**Apply Stabilization Fund to Stabilize the Tax Rate:**

Steve Staudaher made a motion that FinCom report at Town Meeting on this article and Mary Cliett seconded the motion. All were in favor and the motion carried.

TA Perry provided Committee members with a summary sheet of departmental budget increases with an explanation for each increase. He suggested this information be included in the warrant.

**Reserve Fund Transfers, if necessary:**

None

**Other Committee Business:**

None

**Set Next Meeting Date:**

Chairman Sova scheduled the next meeting for March 25, 2019, at 6:00 PM.

**Adjourn:**

A motion to adjourn the meeting was made by Mary Cliett and seconded by Steve Staudaher. All were in favor and the meeting adjourned at 8:17 PM.