

**Town of Sterling**  
**Joint Finance Committee and Capital Committee Meeting**  
**March 23, 2020**  
**Butterick Building, Room 205**

**Meeting Minutes**

Chairman Sova called the Finance Committee meeting to order at 6:00 PM.  
Chairman Heller called the Capital Committee meeting to order at 6:02 PM.

**In Attendance:**

Finance Committee - Joe Sova and Everett Heller. By remote connection: Mary Cliett and Todd Chapman  
Capital Committee - Everett Heller, Joe Sova and Elaine Heller. By remote connection: Todd Chapman, Mary Cliett and Bob Brown

Also in Attendance: Town Administrator Ross Perry, and Selectman John Kilcoyne. By remote connection: Arden Sonnenberg

Finance Committee Chairman Joe Sova called for a moment of silence in memory of Steve Staudaheer, who was in his third year on the Finance Committee and recently passed away in a tragic accident. He will be greatly missed.

**Review Rec Department Field Design - Possible Increase in Capital Funding:**

Kristen Dietel, Director of the Recreation Department, appeared before the Committee in regard to the possibility of requesting additional funds in order to go forward with a field design. The initial request for an athletic field complex design is \$70,000. Construction documents would be needed in order to go forward. It is a difficult time to obtain bids, due to the Coronavirus, but she did get a rough estimate of \$160,000 for conceptual construction.

TA Perry suggested Ms. Dietel approach this as a 3-phase project - \$70,000 for the complex design; obtain construction design costs; obtain building costs. There is still a 2-week period in which bids could be obtained. Everett Heller suggested the Committee table their decision so Kristen can get more information, then possibly ask for approximately \$200,000.

According to Mr. Perry, the Warrant is to be printed in the first week of April.

**Approve Available Minutes:**

A motion to approve minutes of the February 24, 2020 meeting was made by Everett Heller and seconded by Mary Cliett. All in favor, motion carried.

Everett Heller made a motion to approve minutes of the February 29, 2020 meeting. Todd Chapman seconded the motion. All members voted in favor, motion carried.

Everett Heller made a motion to approve Finance Committee minutes for the joint meeting with the Capital Committee on March 9, 2020. Todd Chapman seconded the motion. Unanimous vote.

Joe Sova made a motion to approve Capital Committee minutes for the joint meeting with the Finance Committee on March 9, 2020. Todd Chapman seconded the motion. All in favor, motion carried.

All votes of the meeting minutes were done by roll call vote as some members were attending the meeting by remote connection.

**Review Omnibus Budget:**

TA Perry explained there were a few small changes in the budget and he is waiting for a final number from Wachusett Regional School District. At this time, there is a decrease of .94% from last year's budget.

**Capital Committee - Make Recommendation on Capital Items to the Finance Committee and Finance Committee Vote Warrant Articles:**

**Article 1. FY21 Town Operating Budget:**

Everett Heller made a motion to table a recommendation on this article until the next Finance Committee meeting as there is not a final number. Mary Cliett seconded the motion. Unanimous.

**Article 2. Compensation for Elected Officers:**

A motion to recommend passage of this article was made by Everett Heller and seconded by Mary Cliett. Unanimous vote.

**Article 3. Fund Deficit due to Snow and Ice:**

A motion in support of this article was made by Everett Heller and seconded by Todd Chapman. Unanimous vote.

**Article 4. Transfer Certified Free Cash to Capital Fund:**

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

**Article 5. Transfer Certified Free Cash to Stabilization Fund:**

A motion in support of this article was made by Everett Heller and seconded by Todd Chapman. Unanimous vote.

**Article 6. Transfer Balances from Old Warrant Articles to the Capital Fund:**

A motion to recommend support of this article was made by Everett Heller and seconded by Todd Chapman. Unanimous vote.

**Article 7. Fiscal Year 2021 Capital Plan - Free Cash:**

For the Capital Committee, Elaine Heller made a motion that the Committee recommend each item individually and the passage of this article as a group. Mary Cliett seconded the motion. Unanimous vote.

For the Finance Committee, Everett Heller made a motion to recommend passage of this article. Todd Chapman seconded the motion. Unanimous.

**Article 8. Fiscal Year 2021 Capital Plan - Capital Investment Fund:**

Joe Sova made a motion that the Capital Committee recommend each item individually and the passage of this article as a group. Mary Cliett seconded the motion. Unanimous vote.

Everett Heller made a motion that the Finance Committee recommend approval of this article. Todd Chapman seconded the motion. Unanimous vote.

**Article 9. Water Department Operation Enterprise Fund:**

A motion to recommend approval of this article was made by Everett Heller and seconded by Todd Chapman. Unanimous vote.

**Article 10. Set Salary of Municipal Light Board (Consent Calendar):**

A motion that the Finance Committee recommends passage of the article was made by Everett Heller and seconded by Todd Chapman. Unanimous vote.

**Article 11. Reserve Fund for FY21 (Consent Calendar):**

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

**Article 12. Chapter 90 Funding (Consent Calendar):**

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

**Article 13. East Lake Waushacum Treatment (Consent Calendar):**

A motion to recommend passage of this article was made by Everett Heller and seconded by Todd Chapman. Unanimous vote.

**Article 14. Authorize Treasurer to Borrow Money (Consent Calendar):**

Everett Heller made a motion to recommend passage of this article. Todd Chapman seconded the motion. Unanimous vote.

**Article 15. Compensating Balance Agreements (Consent Calendar):**

A motion to recommend passage of this article was made by Everett Heller and seconded by Mary Cliett. Unanimous vote.

**Article 16. Tax Title Payments Agreements for Properties in Tax Title (Consent Calendar):**

Everett Heller made a motion that the Finance Committee support this article and Todd Chapman seconded the motion. Unanimous vote.

**Article 17. Fund Wachusett Greenways Expenses (Consent Calendar):**

A motion to recommend passage of this article was made by Everett Heller and seconded by Todd Chapman. Unanimous vote.

**Article 18. Fund Sterling Land Trust Expenses (Consent Calendar):**

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

**Article 19. FY 2021 Revolving Funds Spending Limiots (Consent Calendar):**

A motion to recommend passage of this article was made by Everett Heller and seconded by Todd Chapman. Unanimous vote.

**Article 20. Building Rental Revolving Fund (Consent Calendar):**

A motion to recommend support of this article was made by Everett Heller and Todd Chapman seconded the motion. Unanimous vote.

**Conclusion of Consent Calendar**

**Article 21. Amendments to Personnel Bylaw Compensation Matrices:**

Everett Heller made a motion to recommend support of this article. Todd Chapman seconded the motion. Unanimous vote.

**Article 22. Appropriate Monies to the OPEB Trust Fund:**

After discussion with Town Administrator Perry, a decision was made to remove this article as the amount is in the Omnibus Budget.

**Article 23. Transfer From Water Enterprise Fund:**

A motion to recommend support of this article was made by Everett Heller. Todd Chapman seconded the motion. Unanimous vote.

**Article 24. Transfer From Water Enterprise Fund - Retained Earnings:**

Everett Heller made a motion in support of this article and Todd Chapman seconded the motion. Unanimous vote.

**Article 25. Board of Health Administrative Assistant:**

A motion that the Finance Committee recommend support of this article was made by Everett Heller and seconded by Todd Chapman. Unanimous vote.

**Article 26. Assistant Town Administrator:**

Everett Heller made a motion that the Finance Committee recommend support of this article. Todd Chapman seconded the motion. Unanimous vote.

**Article 27. Full-Time Firefighter/Paramedic Positions:**

Everett Heller made a motion in support of this article. No second. After discussion by Committee members, Mr. Heller made a motion to amend his original motion and table a recommendation until after the next Board of Selectmen meeting. Todd Chapman seconded the motion. Unanimous vote.

**Article 28. Amendment to General Bylaw - Earth Removal:**

As this article is not a financial issue, Everett Heller made a motion that the Finance Committee not vote on the article. Mary Cliett seconded the motion. Unanimous vote.

**Article 29. Amendment to Protective Bylaw - Earth Removal:**

Everett Heller made a motion that the Finance Committee have no opinion on this article and Mary Cliett seconded the motion. Unanimous vote.

**Article 30. Amendment to the Protective Bylaw - Groundwater Protection District:**

Everett Heller made a motion that no FinCom opinion be given on this article. Mary Cliett seconded the motion. Unanimous vote.

**Article 31. Amendment to the Protective Bylaws - Earth Removal:**

Everett Heller made a motion that no FinCom opinion be given on this article. Mary Cliett seconded the motion. Unanimous vote.

**Article 32. Amendment to the Protective Bylaws - Signs:**

Everett Heller made a motion that no FinCom opinion be given on this article. Mary Cliett seconded the motion. Unanimous vote.

**Article 33. Amendment to Protective Bylaw related to Town Center:**

Everett Heller made a motion that no FinCom opinion be given on this article. Mary Cliett seconded the motion. Unanimous vote.

**Article 34. Amendment to Protective Buylaw related to Site Plan Review - Citizens Petition:**

Everett Heller made a motion that no FinCom opinion be given on this article. Mary Cliett seconded the motion. Unanimous vote.

**Article 35. Community Preservation Act:**

After discussion, Everett Heller made a motion that the Finance Committee table a recommendation on this article until after the next Board of Selectmen meeting. Todd Chapman seconded the motion. Unanimous vote.

**Article 36. Amend the Personnel Bylaws:**

Everett Heller made a motion that no FinCom opinion be given on this article. Mary Cliett seconded the motion. Unanimous vote.

**Article 37. Join the Central Massachusetts Mosquito Control Project:**

After discussion, Everett Heller made a motion that the Committee table a recommendation on this article until after the next Board of Selectmen meeting. Todd Chapman seconded the motion. Unanimous vote.

**Article 38. Road Acceptance - Chad Lane:**

Everett Heller made a motion that no FinCom opinion be given on this article. Mary Cliett seconded the motion. Unanimous vote.

**Article 39. Bylaws and Regulations Amendment to Change the Board of Selectmen Name:**

After discussion by Committee members, Todd Chapman made a motion that the Finance Committee give no opinion on this article. Mary Cliett seconded the motion. Unanimous vote.

**Article 40. Veterans Ceremony - Citizens Petition:**

Everett Heller made a motion that no opinion be given on this article and Mary Cliett seconded the motion. Unanimous vote.

**Article 41. Playground Structure at Houghton School - Citizens Petition:**

Committee members discussed this Citizens Petition, noting if approved, the structure should be paid through property taxes, that is, raise and appropriate. Everett Heller made a motion that the Committee not support this article and Todd Chapman seconded the motion. Unanimous vote.

**Article 42. Apply Stabilization Fund to Stabilize the Tax Rate:**

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

**NOTE: All votes were done by roll call due to remote participation of some members.**

**Appoint FinCom Vice-Chairman:**

Todd Chapman made a motion that Everett Heller be appointed to the Vice-Chairman position and Mary Cliett seconded the motion. All in favor; motion carried.

**Reserve Fund Transfer, if necessary:** None

**Other Committee Business:** None

**Set Next Meeting Date:**

The next meeting is scheduled for Monday, April 6, 2020, at 6:00 PM in Room 205 of the Butterick Building.

**Adjourn:**

A motion to adjourn the Finance Committee meeting was made by Everett Heller and seconded by Joe Sova. All in favor, motion carried.

Joe Sova made a motion to adjourn the Capital Committee meeting and the motion was seconded by Elaine Heller. Unanimous vote.

The joint meeting adjourned at 7:50 PM.